Océ User manual

VarioPrint 1105

User Manual Network scanner operations

Océ-Technologies B.V.

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Table of Contents

1 Introduction

1.1 Introduction 1-3
1.1.1 Acknowledgements 1-3
1.1.2 Exemption 1-3
1.1.3 OpenSSL Statement 1-4
1.2 Composition of User Manual 1-7
1.3 About this Manual 1-8
1.3.1 Manual Composition 1-9
1.3.2 Conventions Used in this Manual 1-10
1.3.3 Utility Tools of This Product 1-12

2 Overview of the Scanning Features

2.1 Overview of Features and Connection Modes 2-3
2.1.1 About the HDD 2-3
2.1.2 Network Scanner Features 2-4
2.2 Product Specifications 2-6

3 Before Using the Scanning Features

3.1 About the Control Panel 3-3
3.2 How to operate the Touch Panel 3-5
3.3 How to Input Characters 3-7
3.3.1 About keys on the character input screen 3-7
3.3.2 About character input 3-8
3.4 How to Search 3-9
3.4.1 Destination Search 3-9
3.4.2 Searching a box/file 3-11
3.5 Thumbnail 3-14

4 About the Network Scanner Features

4.1 Overview of the Network Scanner Features 4-3
4.2 Send by an E-Mail 4-5
4.3 Store on the HDD-B 4-7
4.4 Send to the FTP server 4-8
4.5 Send to the SMB server 4-10
4.6 Send to a Group 4-11
4.7 Use the Network Scanner Features 4-12

5 Configuring Destination for the Network Scanner Features

5.1 About Registration 5-3
5.1.1 Change/delete destinations/storage locations 5-4
5.1.2 The keys on the Destination Manual Input screen 5-4
5.2 Registering an E-Mail Address 5-6
5.3 Registering the HDD-B 5-8
5.4 Registering the FTP server 5-11
5.5 Registering the SMB server 5-14
5.6 Registering a Group 5-17

6 Using the Network Scanner Features

6.1 The keys on the Select Destinations/ Storage Locations Screen 6-3
6.2 Transmission to an E-Mail Address 6-5
6.3 Storage on the HDD-B 6-13
6.4 Transmission to the FTP server 6-17
6.5 Transmission to the SMB server 6-24
6.6 Transmission to a Group 6-29
6.7 About the Scanner Setting Basic Screen 6-31

7 About the Network Scanner Driver

7.1 Reading in from HDD-B 7-3
7.1.1 Network Scanner Driver 7-4
7.2 To install the Network Scanner Driver 7-5

7.3 Import Scanned Data to Computers 7-6
7.3.1 TWAIN-compliant applications can be used to read in scanned data 7-6
7.4 Features and Settings of the Network Scanner Driver 7-10

8 About the Copied Data Processing Features

8.1 About folders and boxes 8-3
8.2 About Screens of the STORE/RECALL Tabs 8-5
8.2.1 About common keys on the list screens 8-6
8.3 Registering a Personal Folder 8-7
8.4 Deleting a Personal Folder 8-10
8.5 Creating a Box (Personal Folder/Public Folder) 8-12
8.6 Deleting a Box (Personal Folder/Public Folder/ Secure Folder) 8-16
8.7 Selecting a Storage Location 8-20
8.8 About the Copied Data Storage Setting Screen 8-24
8.9 Output from the HDD-A 8-27
8.10 About the Recall Tab's Output Setting Screen 8-31
8.10.1 Keys on the setting screen 8-31
8.10.2 The flow of operation of the Wait Output and Proof Output 8-33

9 About the Secure Folder

9.1 Overview of the Secure Folder 9-3
9.2 Creating a Box (Secure Folder) 9-4
9.3 Deleting a Box (Secure Folder) 9-7
9.4 Output from the Secure Folder 9-7

10 Troubleshooting

10.1 Cannot connect to the scanner 10-3
10.2 When an Error Message Appears 10-5
10.2.1 Errors during scanning with the [SCAN] tab 10-5
10.2.2 Errors during scanning with the [STORE] tab 10-9

11 Appendix

11.1 Glossary 11-3
11.2 Index 11-6

1 Introduction

1 Introduction

1.1 Introduction

Thank you very much for purchasing the VarioPrint 1105.

This user manual describes the operating procedures and safety precautions of the VarioPrint 1105 so that you can handle it safely and make the best of its capabilities. Usually keep this manual close at hand for the convenience of reference later.

And also, be sure to read "User manual (Copy) ‘Safety Information’" before operation.

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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com).

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1.2 Composition of User Manual

This machine is provided with the following user manuals as printed matters.

- ***User manual - Copier***
  This manual describes an outline of the machine and copy operations. Please refer to this manual for safety information, turning on/off the machine, paper supply, dealing with machine trouble such as paper jam, and copy operation available on the machine.
- ***User manual - POD Administrator's reference***
  This manual provides you with detailed information about the machine management and how to customize the machine according to your daily use.
  Please refer to this manual for a setup and management of the machine including registration of copy paper, tray setting, and a network setup.
- ***User manual - Network Scanner (This book)***
  This manual describes the operation of the network scanner function equipped for the machine as standard.
  Please refer to this manual for full information on reading data or storing data (Scanner to HDD, Scan to E-Mail, Scan to FTP, Scan to SMB).
- ***User manual - Security***
  This manual describes the security functions.
  Please refer to this manual for how to use the Enhanced Security mode, and for detailed machine operation in Enhanced Security mode.

The following user manual is also provided as a PDF file.

- ***User manual - Printer***
  This manual describes the operation of the printer function equipped for the machine.
  Please refer to this manual for how to use PCL driver, PostScript PPD driver, PS driver, and Web Connection in user mode.

1.3 About this Manual

This manual is the user manual for VarioPrint 1105 Network Scanner features.

This manual describes the following features operated on the Control Panel.

- [SCAN] tab, [STORE] tab, [RECALL] tab

...

Reminder

A screen display may change with destinations.
A button name etc. may become the display in a parenthesis.

Details

Refer to the user manual (Copy) or the user manual (POD Administrator Reference) on how to use other button.

1.3.1 Manual Composition

This manual is composed of the following 12 chapters:

Chapter	Description
1	This chapter describes this user manual.
2	This chapter overviews the Network Scanner features and the Copied Data Processing Features.
3	This chapter describes how to use Control Panel, Touch Panel, character input and search features.
4	This chapter describes the operational flow of the Network Scanner features.
5	This chapter describes destination/storage location for the Network Scanner features.
6	This chapter describes in detail how to use the Network Scanner features.
7	This chapter describes how to use the Network Scanner Driver.
8	This chapter describes the Copied Data Processing Features.
9	This chapter describes the Secure Folder.
10	This chapter describes how to solve major troubles in the Network Scanner features and the Copied Data Processing Features.
11	The glossary and index regarding the scanning features.

1.3.2 Conventions Used in this Manual

Notation of each product

The following abbreviations are used in this manual:

Product	Abbreviation
VarioPrint 1105 Printer/Copier	copier
VarioPrint 1105 Print Controller	print controller
A printing system that combines the above (1) and (2) products	printing system
Microsoft Windows 98	Windows 98
Microsoft Windows Me	Windows Me
Microsoft Windows NT4.0	Windows NT4.0 or Windows NT
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
Above OSs	Windows 98/Me
	Windows NT4.0/2000/XP
	Windows NT/2000/XP
	Windows 95/98/Me/NT/2000/XP

Explanation of Manual Conventions

The marks and text formats used in this manual are described below.

⚠ WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

➔ Observe all warnings in order to ensure safe use of the copier.

⚠ CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➔ Observe all cautions in order to ensure safe use of the copier.

✎ ...

Note*

*(*May also appear as "Reminder" or "Details")*

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

An illustration inserted here shows what operations must be performed

? Text formatted in this style provides additional assistance.

➔ Text formatted in this style describes the action that will ensure the desired results are achieved.

[Copy] key

The names of keys on the control panel are written as shown above.

1.3.3 Utility Tools of This Product

The utility tools used in the Network Scanner features are as follows. For more information on how to operate the utility tools, refer to the user manual for the each or the corresponding pages of this manual.

Scanner Driver (TWAIN-compliant)

This driver creates a connection between a computer and the copier, by which the scanned data stored in the box are imported to the computer. You are to use application software compliant with TWAIN scanner driver. Data types that can be handled by this driver are limited only to the TIFF.

For more information, refer to “Reading in from HDD-B” on page 7-3.

ScanDirect/Pro

This software creates a connection between a computer and the copier, by which the scanned data stored in the box are imported to the computer. Data types that can be handled by this software are the TIFF and the PDF.

For more information, refer to the user manual for ScanDirect/Pro.

2 Overview of the Scanning Features

2 Overview of the Scanning Features

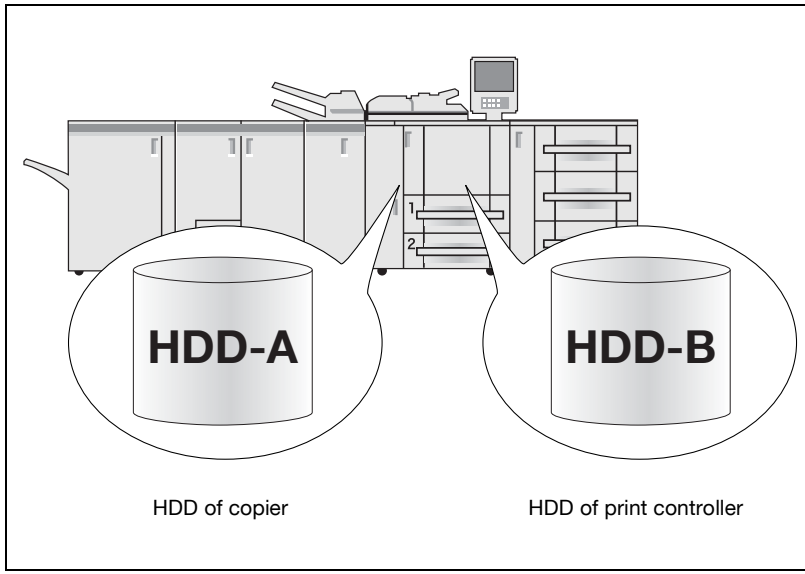
2.1 Overview of Features and Connection Modes

The copier has the Network Scanner features and the Copied Data Processing Features.

2.1.1 About the HDD

The copier has two types of internal HDDs; the HDD of the main body of the copier and that of the print controller. The HDD of the copier main body is used for processing the copied data and that of the print controller is used for the network scanner.

In this manual, the HDD in the copier main body is referred to as HDD-A" and that of the print controller as "HDD-B" and both of them are collectively referred to as "internal HDD".



2.1.2 Network Scanner Features

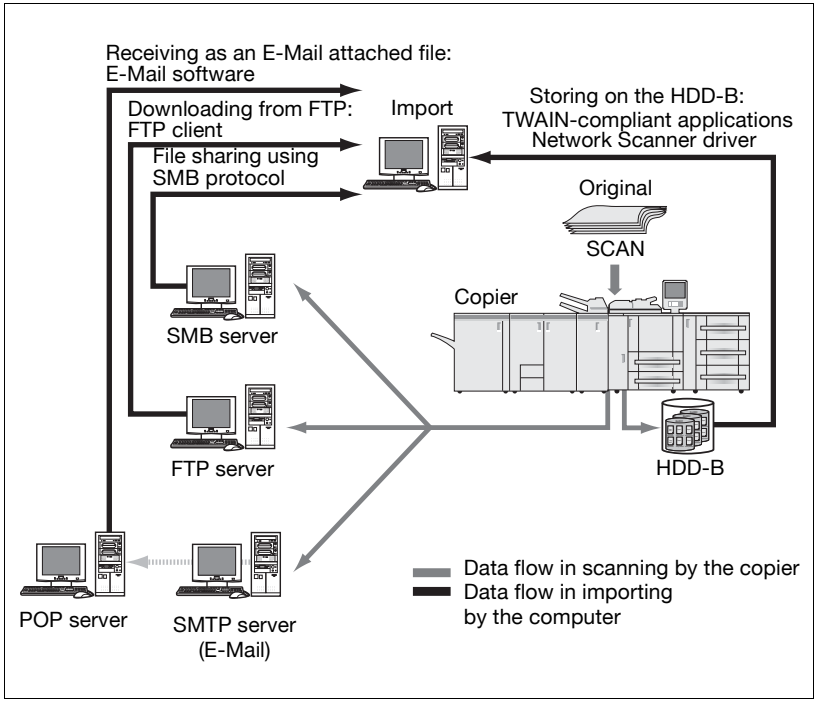
The Network Scanner features enable the followings by converting a scanned document to digital data.

Features	Reference
Sending data by an E-Mail	“Send by an E-Mail” on page 4-5
Storing on the print controller’s HDD (HDD-B)	“Store on the HDD-B” on page 4-7
Sending to the FTP server	“Send to the FTP server” on page 4-8
Sending to the SMB server	“Send to the SMB server” on page 4-10
Importing data stored on the internal HDD to the network-connected computer	“Import Scanned Data to Computers” on page 7-6

The Network Scanner features are operated by using the [SCAN] tab.

Details

To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.



2.2 Product Specifications

For information on the product specifications of the copier, the print controller and the network, refer to the user manual for the each or contact your administrator for the each.

Product Specifications of Scanning Features:

Item	Specifications
Original type	sheet/book/cubic object
Max. original size	• A3 (297mm × 420mm) • 11" × 17" (279.4mm × 432mm)
Cubic object	• Thickness: Max. 30mm • Weight: Max. 6.8kg
Original position	Deep-left-sided
Scanning resolution	200dpi, 300dpi, 400dpi, 600dpi
Reading speed	• ***A4:*** Simplex 105 pages/minute Duplex 65 pages/minute • ***8.5 × 11:*** Simplex 103 pages/minute Duplex 65 pages/minute
Interface	Ethernet (100BASE-TX/10Base-T)
Reading modes	• Scan to HDD • Scan to FTP • Scan to SMB • Scan to E-Mail
Compression method	MMR compression for TIFF/PDF format files Compression method can be changed to MH compression For more information, contact your service representative.
Configurable items for reading	Original Setting, Special Image, Zoom, Application, Scan Size, Quality, Copy Mode, File Form, File Name, Address

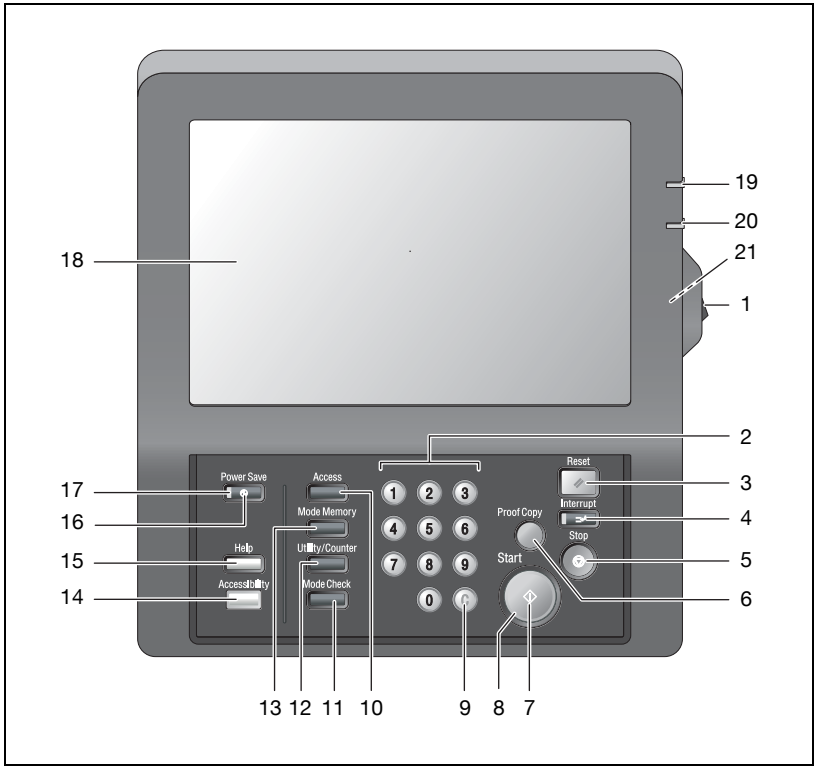
The specifications of the configurable items for reading except File Form, File Name and Address are in accordance with that of the copier. For more information, refer to the user manual (Copy).

3 Before Using the Scanning Features

3 Before Using the Scanning Features

3.1 About the Control Panel

For detailed information on names and functions of various parts of the Control Panel, refer to the user manual (Copy).



Pos.	Description
1	Power Switch turns machine power on/off when pressed.
2	Keypad enters numeric values.
3	Reset restores copier to the initial settings.
4	Interrupt stops copying/printing/scanning in progress to allow a simple copying job.
5	Stop ceases the copying sequence; deletes the stored memory.
6	Proof Copy outputs a single set of copies to confirm whether the current settings are selected properly.

Pos.	Description
7	Start activates copying or scanning.
8	Start LED lights in green when machine operation is available, and turns red if any operation cannot be started.
9	[C] (Clear quantity) allows resetting of print quantity.
10	Access sets the machine to allow copying/scanning/printing only when the User Authentication/Volume Track password is entered.
11	Mode Check displays a screen showing all settings that are selected for the current job.
12	Utility/Counter displays the Utility Screen / Counter Screen or accesses programming modes for setting special functions.
13	Mode Memory displays screens for selecting job store/job recall functions.
14	Accessibility adjusts the response time when touch screen keys or control panel keys are pressed.
15	Help displays a screen with help for the currently selected function.
16	Power Save enables temporary use of the machine when the Power Save LED is lit, or activates power-saving mode for times when the copier is inactive.
17	Power Save LED lights when any power-saving mode is activated, machine power is off due to the timer function, or user password is required for use.
18	LCD Touch Screen displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
19	Power LED lights in red when the main power switch is turned ON, then turns green when the power switch is turned ON.
20	Data LED blinks while receiving print data.
21	Brightness Adjustment Dial can be turned to adjust the brightness of the touch screen (positioned at the back).

3.2 How to operate the Touch Panel

To operate the Network Scanner features/Copied Data Processing Features, use the Touch Panel of the copier.

Details

You can select an item by touching keys lightly on the Touch Panel.

Select a function

➔ Touch a function displayed in a key to select the function.

The selected key is highlighted in green.

To input values

➔ Touch lightly the keypad on the Touch Panel to input the specified values.

Details

You may also input values through the keypad on the Control Panel. For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

To switch between pages

➔ When all items cannot be displayed in a single page, touch lightly the [▼]/[▲] key to switch between pages.

3.3 How to Input Characters

As you touch the item where you can input characters, the character input screen appears.

You can input alphabets and signs. Character array is the same with computer keyboards.

3.3.1 About keys on the character input screen

Keys on the character input screen are described here.

Key	Description
◄ / ►	This key moves a cursor.
[Delete]	This key deletes the character on the left of the cursor.
[OK]	This key determines the characters you input, and the character input screen closes.
[Cancel]	This key cancels the characters you input, and the character input screen closes.
[Shift]	This key switches between an upper case letter and a lower case letter, and between numbers and signs.

3.3.2 About character input

The followings describe basic steps to input characters on the character input screen.

1 Press the corresponding key to input the desired character.

2 Press the [OK] key.

The character input screen closes. The input characters are displayed on the corresponding column.

3.4 How to Search

The Network Scanner features/Copied Data Processing Features enables you to search the registered destination and specified storage location by their names. You can also search the stored Box No..

3.4.1 Destination Search

You can search the desired destination out of the registered destinations.

Search

You can search the registered destination by using the [Search] key. Searchable destinations include E-Mail addresses, storage locations on the internal HDD, FTP server addresses and SMB server addresses.

How to use the [Search] key

1 Press the [Search] key.

The search letter input screen appears.

2 Input the Reference Name you registered, and press the [OK] key.

The desired destination will be displayed.

Details

You can search by at minimum one character.

If the search results are too many, press the [Search] key to add search letters (The search letters you entered are saved until you operate scanning).

Pressing the [Cancel] key cancels the input search letters, and the search letter input screen closes.

3.4.2 Searching a box/file

In the Copied Data Processing Features, you can search quickly the desired box out of the boxes created on the HDD-A by its Box No..

Also, if you know the Folder Name, Box Name and File Name, you can perform the Direct Call.

No. Search

In the [STORE] / [RECALL] tab screen, you can search the registered Box No. by using the [No. Search] key.

How to use the [No. Search] key

1 Press the [No. Search] key.

The No. Search screen appears.

2 Input the Box No. you want to search, press the [OK] key.

The screen appears to display the list of files that are in the corresponding box.

When a corresponding box does not exist, the message "No corrospondent box" appears. Confirm the Box No., and repeat the procedures.

Details

Pressing the [Cancel] key cancels the input Box No., and the No. Search screen closes.

If a password is configured for the box, you need to enter the password.

Direct Call

If you know all the registered Folder Name, Box Name and File Name, or if you know the Box Name and File Name, you can select the file by using the [Direct Call] key in the [STORE]/[RECALL] screen.

How to use the [Direct Call] key

1 Press the [Direct Call] key.

The Folder Name input screen appears.

Details
If you press the [Direct Call] key on the box list screen, the Box Name input screen appears.

If a folder or a box is Password-protected, you cannot search it with the Direct Call.

2 Input the Folder Name and press the [OK] key.

The Box Name input screen appears.

Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

3 Input the Box Name and press the [OK] key.

The File Name input screen appears.

Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

4 Input the File Name and press the [OK] key.

The screen appears with the desired file being selected.

When a corresponding file does not exist, the message "Failed direct call" appears. Confirm that the Folder Name, Box Name and File Name are correct, and repeat the procedures.

Details

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

If the desired file is not found, you are brought back to the list screen, and the message is displayed on the upper left of the Touch Panel.

3.5 Thumbnail

When transmitting or outputting the data stored in the HDD-A, contents of the data can be confirmed in advance by displaying the thumbnail.

Details

For more information of HDD-A to be used, refer to "About the HDD" on page 2-3.

Key	Description
Top Page	Thumbnail on the top page is displayed.
Back Page	Thumbnail on the preceding page is displayed.
Next Page	Thumbnail on the succeeding page is displayed.
Last Page	Thumbnail on the last page is displayed.
Page Select	Used when designating the page to display the thumbnail. Press this button and designate the page using the keypad on the screen displayed.
Close	Exit the thumbnail.

4 About the Network Scanner Features

4 About the Network Scanner Features

4.1 Overview of the Network Scanner Features

The Network Scanner features to use the internal HDD (HDD-B) of the print controller are operated on the SCAN tab screen.

Data scanned by the Network Scanner features can be transmitted to the E-Mail addresses, the HDD-B, the FTP server and the SMB server. The scanned data stored on the HDD-B can also be imported to the network-connected computers using the TWAIN-compliant applications and the Network Scanner Driver.

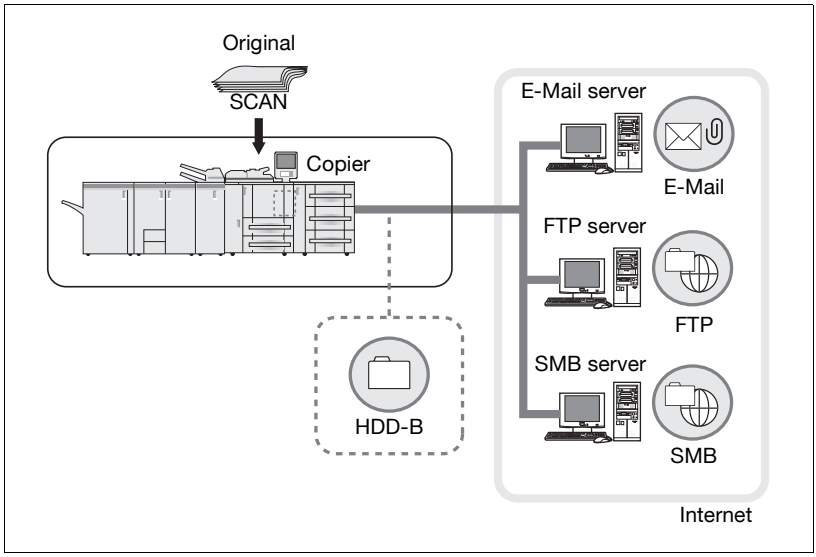
- “Send by an E-Mail” on page 4-5
- “Store on the HDD-B” on page 4-7
- “Send to the FTP server” on page 4-8
- “Send to the SMB server” on page 4-10
- “Send to a Group” on page 4-11
- “Import Scanned Data to Computers” on page 7-6

Details

When the Security Strengthen mode is ON, A data is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.

Also, you can configure the density, lens mode, original size, resolution, original quality, file format and scan mode to perform scanning by using the features of the copier.

- “About the Scanner Setting Basic Screen” on page 6-31



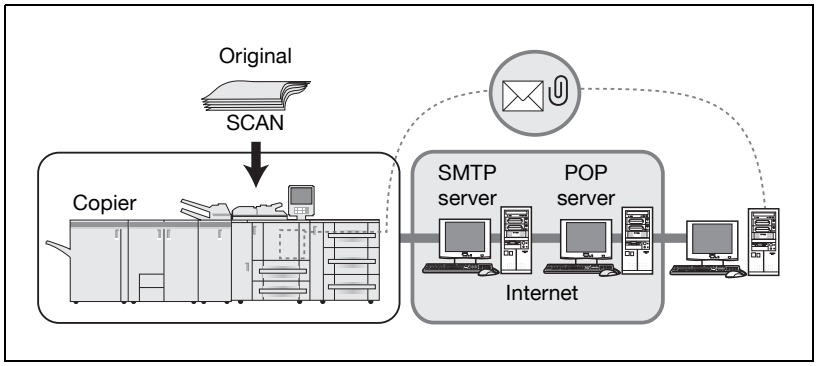
Details

To use the copier as a network scanner, it needs to be connected to the network. For more information on the network configuration, contact your network administrator.

4.2 Send by an E-Mail

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to an E-Mail address as an attached file.

For detailed information on how to operate the function, refer to “Transmission to an E-Mail Address” on page 6-5.



Items to be configured

In order to send the scanned data to an E-Mail address, the following items need to be configured.

- ***Address (E-Mail address)***
  Select an E-Mail address from the registered addresses, or specify an address as you operate scanning. You can specify multiple addresses.
  For information on how to register an address, refer to “Registering an E-Mail Address” on page 5-6.
- ***Title***
  You can choose an E-Mail title from 5 types, or you can input a title as you operate scanning.
  On how to input a title, refer to “Transmission to an E-Mail Address” on page 6-5.
- ***Sentence***
  You can choose a sentence from 5 types, or you can input a sentence as you operate scanning.
  On how to input a sentence, refer to “Transmission to an E-Mail Address” on page 6-5.

Details

When the E-Mail is in excess of the maximum transmission size that has been set, it is not sent to the SMTP server, but cancelled on the VarioPrint 1105.

Transmission from the copier is up to the STMP server. If the network or the POP server has any problem, the mail may not reach a recipient. When you send an important data, do not forget to confirm the reception.

Details

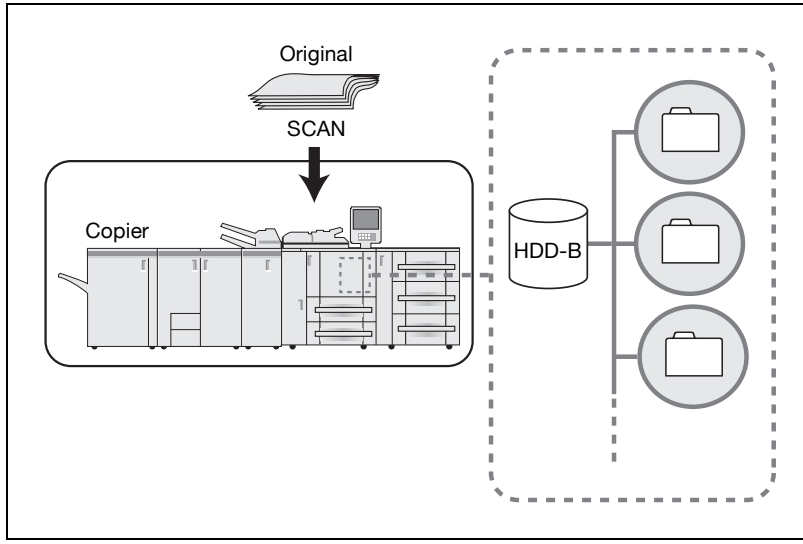
Depending on settings of the recipient server, the size of an attached file is regulated. For more information, contact your administrator.

4.3 Store on the HDD-B

In order to store the data read in from the copier's ADF or the original scanning glass (scanned data) on the HDD-B, you need to configure boxes on the HDD-B in advance. The scanned data are stored in the boxes.

The data stored in the boxes can be imported to computers through the network.

For detailed information on how to operate the function, refer to “Storage on the HDD-B” on page 6-13.



Items to be configured

In order to store the scanned data on the HDD-B, the following items need to be configured.

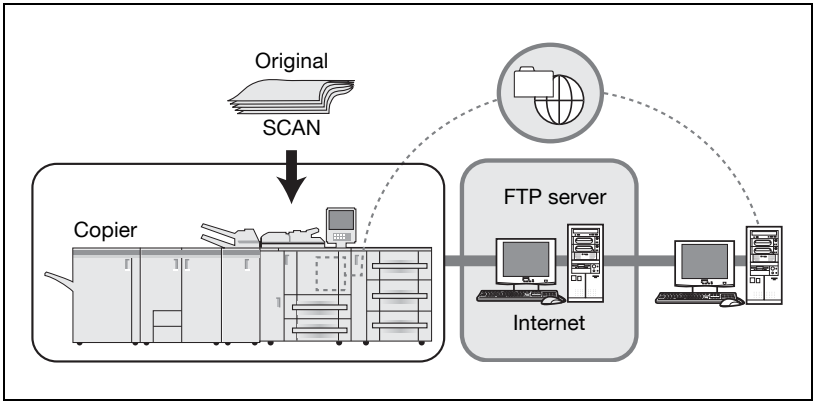
- ***Box No.***
  Specify a 9-digit-number for the box in which you store data.
- ***Password***
  You can configure a password (8 digits at maximum).
  A Box No. and Password can be registered in advance. On how to register them, refer to “Registering the HDD-B” on page 5-8.

4.4 Send to the FTP server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the FTP server.

The scanned data sent to the FTP server can be downloaded from computers that have access to the FTP server.

For detailed information on how to operate the function, refer to “Transmission to the FTP server” on page 6-17.



Items to be configured

In order to send the scanned data to the FTP server, the following items need to be configured:

- ***Host Address***
  You specify an FTP server name or an IP Address of the FTP server.
- ***File Path***
  You specify a directory in the FTP server.
- ***Login Name***
  You specify a Login Name for the FTP server.
- ***Password***
  You specify a corresponding Password to each Login Name for the FTP server.
- ***Port No.***
  You specify a Port No. when necessary.
  For information on how to configure a Port No., refer to “Transmission to the FTP server” on page 6-17.
- ***Firewall***
  A selection is made to decide if the PASV mode is used or not.
  You can register a Host Address, File Path, Login Name and Password in advance. For information on how to register them, refer to “Registering the FTP server” on page 5-11.

Reminder

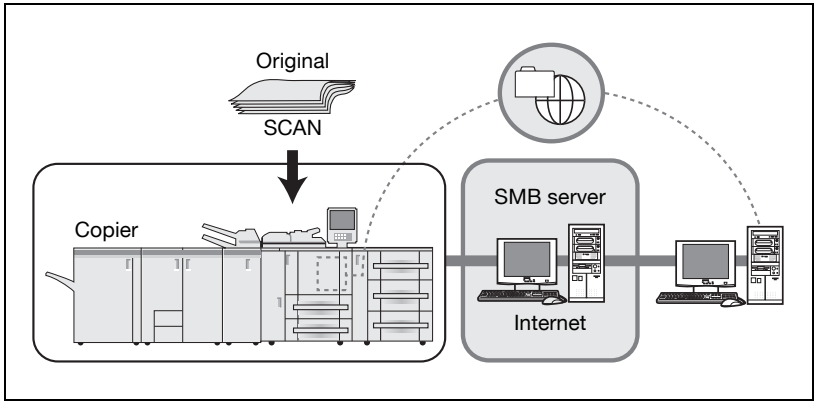
Depending on a network condition, transmission to the FTP server may damage the scanned data. Make sure that the scanned data are not damaged.

4.5 Send to the SMB server

You can send the data read in from the copier's ADF or the original scanning glass (scanned data) to the SMB server.

The scanned data sent to the SMB server can be file-shared with computers with the SMB protocol.

For detailed information on how to operate the function, refer to “Transmission to the SMB server” on page 6-24.



Items to be configured

In order to send the scanned data to the SMB server, the following items need to be configured.

- ***Host Address***
  You specify an SMB server name or an IP Address of the SMB server.
- ***File Path***
  You specify a directory in the SMB server.
- ***Login Name***
  You specify a Login Name for the SMB server.
- ***Password***
  You specify a corresponding Password to each Login Name for the SMB server.
  You can register a Host Address, File Path, Login Name and Password in advance. For information on how to register them, refer to “Registering the SMB server” on page 5-14.

...

Reminder

Depending on a network condition, transmission to the SMB server may damage the scanned data. Make sure that the scanned data are not damaged.

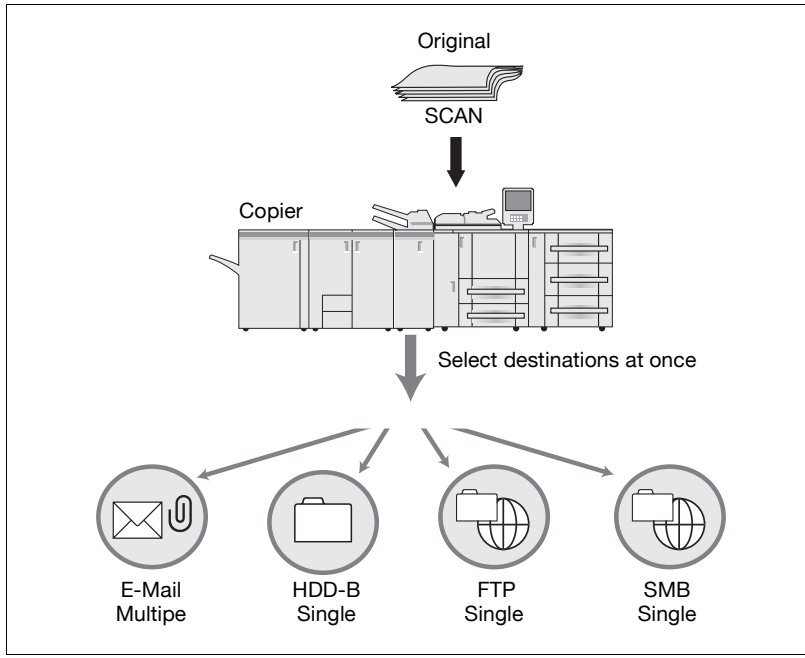
4.6 Send to a Group

If you register multiple destinations/storage locations as a Group, you can send/store the data read in from the copier's ADF or the original scanning glass (scanned data) to them at one time.

- At maximum, 100 destinations can be registered to one Group.
- Multiple E-Mail addresses can be registered.
- As for the HDD, FTP server and SMB server, one for each can be registered to a Group.

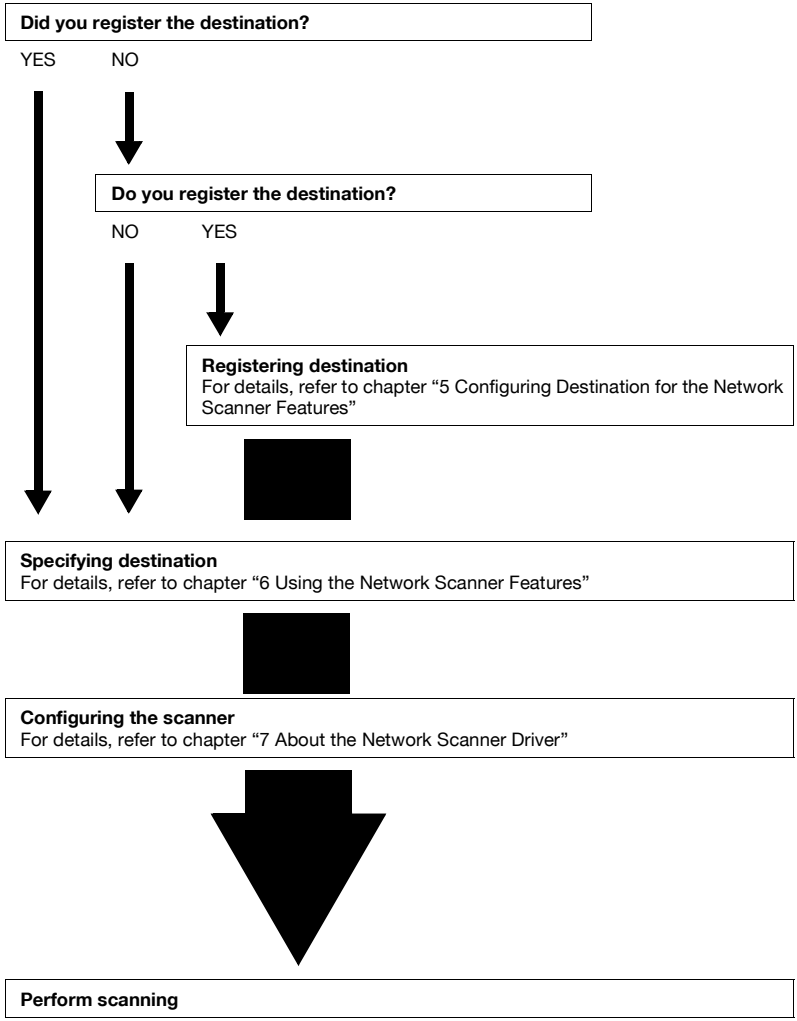
For detailed information on how to operate the function, refer to “Transmission to a Group” on page 6-29.

For information on how to register a Group, refer to “Registering a Group” on page 5-17.



4.7 Use the Network Scanner Features

To scan data using the Network Scanner features, follow the flow below.


Did you register the destination?
YES
NO
Do you register the destination?
NO
YES
Registering destination
For details, refer to chapter “5 Configuring Destination for the Network Scanner Features”
Specifying destination
For details, refer to chapter “6 Using the Network Scanner Features”
Configuring the scanner
For details, refer to chapter “7 About the Network Scanner Driver”
Perform scanning

5 Configuring Destination for the Network Scanner Features

5 Configuring Destination for the Network Scanner Features

5.1 About Registration

When you transmit scanned data to destinations/storage locations, you can input a destination every time or you can also select it from the registered destinations. Frequently used destinations are recommended to be registered in advance:

- “Registering an E-Mail Address” on page 5-6
- “Registering the HDD-B” on page 5-8
- “Registering the FTP server” on page 5-11
- “Registering the SMB server” on page 5-14
- “Registering a Group” on page 5-17

5.1.1 Change/delete destinations/storage locations

About how to change/delete destinations/storage locations, contact your administrator.

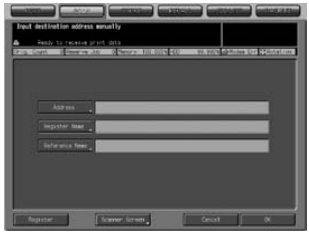
5.1.2 The keys on the Destination Manual Input screen

You can register a destination in the Destination Manual Input screen.

On how to display the Destination Manual Input screen, refer to the step 1 to 3 for the each registration. This page describes the common keys.

Details

Since the registration procedures for a Group are different from others, there is no Destination Manual Input screen.



Destination Manual Input screen (E-Mail)

Destination Manual Input screen (SMB)

Destination Manual Input screen (HDD)

Destination Manual Input screen (FTP)

- ***[Register]***
  The input is registered, and you are brought back to the Select Destinations screen.
- ***[Scanner Screen]***
  The Scanner Setting Basic screen appears.
- ***[Cancel]***
  The input is canceled, and you are brought back to the Select Destinations screen.
- ***[OK]***
  The input is determined, and you are brought back to the Select Destinations/Storage Locations screen. After transmitted once, destination setting is cleared without being registered.

5.2 Registering an E-Mail Address

When using the function to send the scanned data as an E-Mail attached file, you can register the destination E-Mail address in advance. The registration is done in the following steps.

Details
For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.

2 Make sure that [E-Mail] is selected.

Details
In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the Scan screen, contact your administrator of the copier.

3 Press the [Manual Address] key.

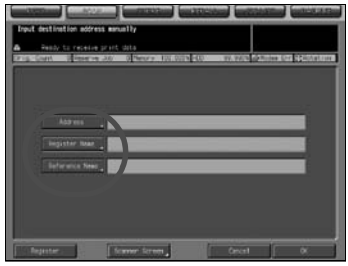
The Destination Manual Input screen appears.

Details
If the E-Mail address is already registered, the Name is displayed.

In the initial settings, such index keys as [A-C] and [D-F] are displayed.

On how to edit/delete a registered address, contact your administrator of the copier.

4 Configure the necessary items on the Manual Address screen. Pressing an each item displays the character input screen.



Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

- ***[Address]***
  Enter an E-Mail address within 250 characters in alphameric characters and signs.
- ***[Register Name]***
  Enter a Name that is displayed on the Select Destinations/Storage Locations screen (E-Mail) within 24 characters in alphameric characters and signs.
  If you do not input a Name, the first 24 characters of an E-Mail address are displayed on the Select Destinations/Storage Locations screen (E-Mail).
- ***[Reference Name]***
  Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphameric characters and signs.

5 Press the [Register] key.

The E-Mail address is registered, and you are brought back to the Select Destinations/Storage Locations screen (E-Mail).

6 Make sure that the registered Name is displayed.

Details
If the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

5.3 Registering the HDD-B

If you want to store the scanned data on the HDD-B, you need to register boxes on the HDD-B.The registration is done in the following steps.

Details

For more information of HDD-B to be used, refer to "About the HDD" on page 2-3.

For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.

1 Select the [SCAN] tab.

2 Press the [HDD] key.

Details

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the [Manual Address] key.

The Manual Address screen appears.

Details
If the Box Number is already registered, the Name is displayed.

In the initial settings, such index keys as [A-C] and [D-F] are displayed.

On how to edit/delete a registered Box Number, contact your administrator of the copier.

4 Configure the necessary items on the Manual Address screen. Pressing an each item displays the character input screen.

Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

If you want to use this copier as a scanner, it is recommended that an administrator assigns a Box No. to each user and informs the assignment by an E-Mail in advance.

The Box No. can protect each user's data.

- ***[Box No.]***
  Input a 9-digit (000000001-999999998) Box No.. Press the [Box No.] key to change your Box No.. The boxes in which scanned data are stored are managed by 9-digit Box No.. Be sure to record this number.
  You need the number when you import scanned data from computers.
  Multiple registrations can be made to a same box No. with different names. In this case, the [Password] is common and the scanned data is stored in the same box.
- ***[Register Name]***
  [Register Name] which has been already registered cannot be registered. Input the Name that is displayed on the Select Destinations/Storage Locations screen (HDD) within 24 characters in alphameric characters and signs. If a Name is not input, the Box No. will be registered as a Register Name.
- ***[Reference Name]***
  Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphameric characters and signs.

- ***[Password]***
  Input a 8-digit Password for a box in alphameric characters and signs. Eight "*"s are displayed regardless of the number of characters you input.

5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (HDD).

6 Make sure that the registered Name is displayed.

Details
If the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

5.4 Registering the FTP server

If you want to send the scanned data to the FTP server, you can register the destination FTP server. The registration is done in the following steps.

Details
For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.

1 Select the [SCAN] tab.

2 Press the [FTP] key.

Details
In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the [Manual Address] key.

The Manual Address screen appears.

Details
If the FTP server is already registered, the Name is displayed.

In the initial settings, such index keys as [A-C] and [D-F] are displayed.

On how to edit/delete the registered FTP server, contact your administrator of the copier.

4 Configure the necessary items on the Manual Address screen. Pressing an each item displays the character input screen.

Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

- ***[Profile Name]***
  Input the Name that is displayed on the Select Destinations/Storage Locations screen (FTP) within 24 characters in alphameric characters and signs. If you do not input a Profile Name, the first 24 characters of a Host Address are displayed on the Select Destinations/Storage Locations screen (FTP).
- ***[Reference Name]***
  Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphameric characters and signs.
- ***[Host Address]***
  Input an FTP server address within 63 characters in alphameric characters and signs.
- ***[File Path]***
  Input a file path of the FTP server within 96 characters in alphameric characters and signs.
- ***[Login Name]***
  Input an account of the FTP server within 47 characters in alphameric characters and signs.
- ***[Anonymous]***
  Pressing this key inputs "Anonymous" to the [Login Name] field. You may use this when you login an anonymous FTP server for which an account is unnecessary to login.
  In some Anonymous FTP servers, an E-Mail address is used as a Password.
- ***[Password]***
  Input a Password for the FTP server within 24 characters in alphameric characters and signs. "*"s are displayed according to the number of characters you input.

5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (FTP).

6 Make sure that the registered Name is displayed.

Details

If the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

5.5 Registering the SMB server

If you want to send the scanned data to the SMB server, you can register the destination SMB server. The registration is done in the following steps.

Details
For E-Mail/FTP/HDD/SMB, destinations can be registered as many as 500 in sum.

1 Select the [SCAN] tab.

2 Press the [SMB] key.

Details
In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the [Manual Address] key.

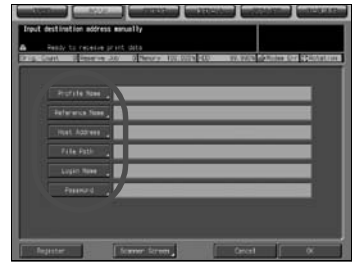
The Manual Address screen appears.

Details
If the SMB server is already registered, the Name is displayed.

In the initial settings, such index keys as [A-C] and [D-F] are displayed.

On how to edit/delete the registered SMB server, contact your administrator of the copier.

4 Configure the necessary items on the Manual Address screen. Pressing an each item displays the character input screen.



Details

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

- ***[Profile Name]***
  Input the Name that is displayed on the Select Destinations/Storage Locations screen (SMB) within 24 characters in alphameric characters and signs. If you do not input a Profile Name, the first 24 characters of a Host Address are displayed on the Select Destinations/Storage Locations screen (SMB).
- ***[Reference Name]***
  Used as a search keyword when you search destinations. Needs to be input within 24 characters in alphameric characters and signs.
- ***[Host Address]***
  Input an SMB server address within 63 characters in alphameric characters and signs.
- ***[File Path]***
  Input a file path of the SMB server within 95 characters in alphameric characters and signs.
- ***[Login Name]***
  Input an account of the SMB server within 47 characters in alphameric characters and signs.
- ***[Password]***
  Input a Password for the SMB server within 31 characters in alphameric characters and signs. "*"s are displayed according to the number of characters you input.

5 Press the [Register] key.

Pressing this key brings you back to the Select Destinations/Storage Locations screen (SMB).

6 Make sure that the registered Name is displayed.

Details

If the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

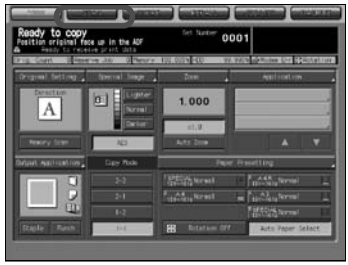
An administrator is to edit/delete once registered destinations. For more information, contact your administrator.

5.6 Registering a Group

If you want to send the scanned data to multiple destinations/storage locations, you can register them as a Group. The registration is done in the following steps.

Details
At maximum, 100 groups can be registered.

1 Select the [SCAN] tab.



2 Press the [Group] key.

Details
In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the [Register] key.

Details
If the Group is already registered, the Name is displayed.

On how to edit/delete the registered destination, contact your administrator of the copier.

4 Press the [Group Name] key, and input a Group name on the character input screen.

Details

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

A Group name is the Name that is displayed on the Select Destinations/ Storage Locations screen (Group) after the registration.

5 Select all the destinations that you want to register to a Group.

Details

Pressing the [E-Mail], [HDD], [FTP] or [SMB] key displays the registered Names for each.

If a large number of registrations have been made and the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

At maximum, 100 destinations can be registered to one Group. Multiple E-Mail addresses can be registered. As for the HDD, FTP server and SMB server, one for each can be registered to a Group.

6 Press the [List] key.

The list of destinations to be registered is displayed.

7 Confirm the list, and press the [OK] key.

8 If there is no problem, press the [OK] key.

This brings you back to the Select Destinations/Storage Locations screen (Group).

9 Make sure that the registered Name is displayed.

Details

If a large number of registrations have been made and the desired Name is not displayed on the page, press [▲]/[▼] to switch between pages.

On the Select Destinations/Storage Locations screen (Group), press the [List] key and then press the [Group] key to display the list of registered destinations. Press the [Edit] key on this screen to change what to include in a Group.

6 Using the Network Scanner Features

6 Using the Network Scanner Features

6.1 The keys on the Select Destinations/Storage Locations Screen

In order to run scanning, you need to specify a destination/storage location to which you send the scanned data. The following pages describe the common keys on the Select Destinations/Storage Locations screen.

Details

On how to display the Select Destinations/Storage Locations screen, refer to step 1 and 2 for each of the followings.
“Transmission to an E-Mail Address” on page 6-5
“Storage on the HDD-B” on page 6-13
“Transmission to the FTP server” on page 6-17
“Transmission to the SMB server” on page 6-24

The Select Destinations/Storage Locations screen (Group) does not have index keys, the [Others] key and the Daily key. Other keys function the same.

- ***[A-C] - [W-Z] key (Index key)***
  When this key is pressed, the first alphabet character of the registered name corresponding to the key is displayed.
- ***[No. etc]***
  Names with an initial letter in numbers or signs are displayed.
- ***[Others]***
  Names with an initial letter in numbers or signs are displayed.
- ***[Daily]***
  Names that are configured as Daily are displayed.

Details
An administrator of the copier configures the Daily destinations. For more information, contact your administrator of the copier.

- [▼]/[▲]
  Pressing these keys switch between Name pages. Continue pressing the keys to switch pages consecutively.
- ***[Search]***
  The Input Reference Name screen appears. When search results are displayed, this key is highlighted in reverse image. For more information on how to search, refer to “How to Search” on page 3-9.
- ***[Manual Address]***
  Pressing this key displays the Manual Address screen.
- ***[Clear All]***
  Pressing this key deselects all the selected destinations.
- ***[Scanner Screen]***
  Pressing this key displays the Scanner Setting Basic screen.

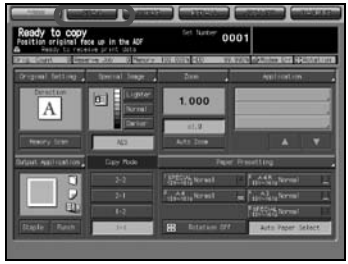
6.2 Transmission to an E-Mail Address

When you send the scanned data as an attached file of an E-Mail, necessary procedures depend on whether the addresses are registered in advance or they are input manually.

When an E-Mail Address is Already Registered

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.



2 Make sure that the [E-Mail] key is selected.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] tab, contact your administrator of the copier.

3 If you want to put a Title on an E-Mail, press the [Title] key.

Details

Not putting any Title will not cause any problem. An E-Mail without a Title will be sent with the scanned data being attached.

4 Press [1] - [5] or the [Manual Input] key to determine the Title and press the [OK] key.

You are brought back to the Select Destinations/Storage Locations screen (E-Mail).

Details

Pressing the [Manual Input] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

Input a Title is within 64 characters in alphameric characters and signs.

The standard titles, [1]-[5] are configured and modified by your administrator. Contact your administrator for more information.

5 If you want to include a sentence to an E-Mail, press the [Sentence] key.

Details

Not including any Sentence will not cause any problem. An E-Mail without a sentence will be sent with the scanned data being attached.

6 Press [1] - [5] or the [Manual Input] key to determine the Sentence and press the [OK] key.

You are brought back to the Select Destinations/Storage Locations screen (E-Mail).

Details

Pressing the [Manual Input] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

A sentence can be entered within 250 characters in alphameric characters and signs.

The standard sentences, [1]-[5] are configured and modified by your administrator. Contact your administrator for more information.

7 Press the Name of the destination E-Mail address.

Details

You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on page 3-9.

You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on page 6-3.

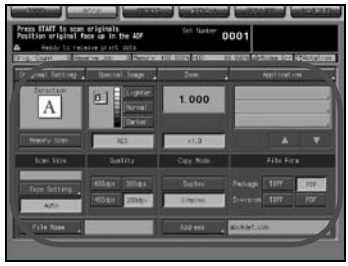
If you input a destination manually, refer to "When an E-Mail Address is Input Manually" on page 6-9.

To deselect the Name, press the selected Name again.

8 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

9 Configure the necessary items.



Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

10 Set an original and press the [Start] button.

The original is scanned, and the scanned data are transmitted to an specified destination.

The Reserved JOB Confirmation screen appears.

Details

When attached to an E-Mail, the scanned data are sent to the SMTP server.

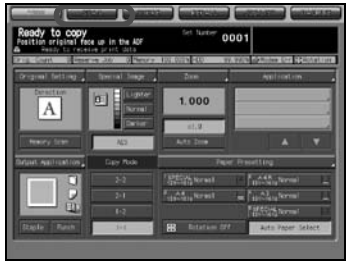
11 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

When an E-Mail Address is Input Manually

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.



2 Make sure that the [E-Mail] key is selected.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] tab, contact your administrator of the copier.

3 If you want to put a Title on an E-Mail, press the [Title] key.

Details
Not putting any Title will not cause any problem. An E-Mail without a Title will be sent with the scanned data being attached.

4 Press [1] - [5] or the [Manual Input] key to determine the Title and press the [OK] key.

You are brought back to the Select Destinations/Storage Locations screen (E-Mail).

Details

Pressing the [Manual Input] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

Input a Title is within 64 characters in alphameric characters and signs.

The standard titles, [1]-[5] are configured and modified by your administrator. Contact your administrator for more information.

5 If you want to include a sentence to an E-Mail, press the [Sentence] key.

Details

Not including any Sentence will not cause any problem. An E-Mail without a sentence will be sent with the scanned data being attached.

6 Press [1] - [5] or the [Manual Input] key to determine the Sentence and press the [OK] key.

You are brought back to the Select Destinations/Storage Locations screen (E-Mail).

Details

Pressing the [Manual Input] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

A sentence can be entered within 250 characters in alphameric characters and signs.

The standard sentences, [1]-[5] are configured and modified by your administrator. Contact your administrator for more information.

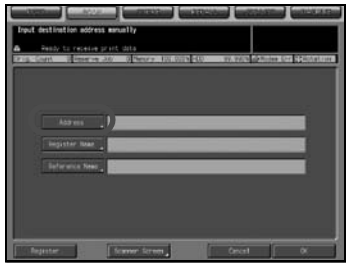
7 Press the [Manual Address] key.

The Manual Address screen appears.

Details

If you select a destination from the registry, refer to "When an E-Mail Address is Already Registered" on page 6-5.

8 Press the [Address] key to input an address and press [OK] key.



Details

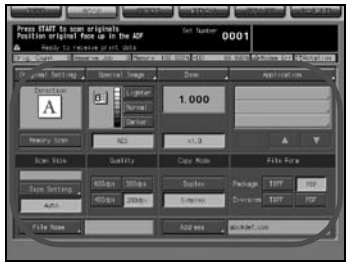
Pressing the [Address] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

9 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

10 Configure the necessary items.



Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

11 Set an original and press the [START] button.

The original is scanned, and the scanned data are transmitted to an specified destination.

The Reserved JOB Confirmation screen appears.

Details

When attached to an E-Mail, the scanned data are sent to the SMTP server.

12 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

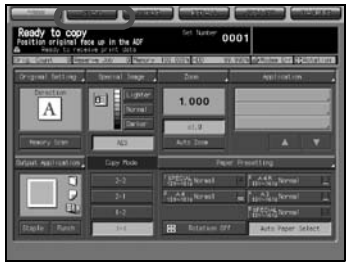
6.3 Storage on the HDD-B

When you store the scanned data on the HDD-B, necessary procedures depend on whether or not the boxes are registered in advance.

When a Box is Already Registered

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.



2 Press the [HDD] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] tab, contact your administrator of the copier.

3 Press the Name of the Box No..

Details

You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on page 3-9.

You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on page 6-3.

To deselect the Name, press the selected Name again.

If boxes are not registered, refer to "When a Box is Not Registered" on page 6-15.

4 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

5 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

6 Set an original and press the [Start] button.

The original is scanned, and the scanned data are stored in an specified destination.

The Reserved JOB Confirmation screen appears.

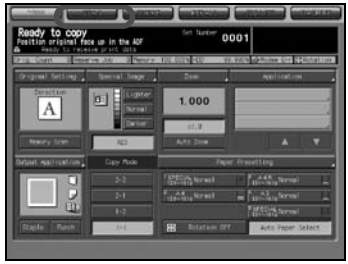
7 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

When a Box is Not Registered

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.



2 Press the [HDD] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the [SCAN] tab, contact your administrator of the copier.

3 Press the [Manual Address] key.

The Manual Address screen appears.

Details

If you want to select the registered box, refer to "When a Box is Already Registered" on page 6-13.

4 Press the [Box No.] key.

5 Input a Box No. and press the [OK] key.

Details

Input a 9-digit (000000001-999999998) Box No.. The boxes storing scanned data are managed by 9-digit Box No.. Be sure to record this number.

You need the number when you import scanned data from computers.

6 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

7 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

8 Set an original and press the [Start] button.

The original is scanned, and the scanned data are stored in an specified destination.

The Reserved JOB Confirmation screen appears.

9 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

6.4 Transmission to the FTP server

When you send the scanned data to an FTP server, necessary procedures depend on whether the FTP server is registered in advance or it is input manually.

When an FTP server is Already Registered

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.

2 Press the [FTP] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 If you need to change the Port No., press the [Port No.] key. If unnecessary, go to the step 5.

4 Input a Port No. and press the [OK] key.

Details

The initial setting is 21. A Port No. for an FTP server is configured in 5-digit numbers (1-65535).

A Port No. is usually not changed. If you want to change the Port No., consult with a network administrator.

5 When the firewall is set, press [Firewall].

Details

The firewall is set by the administrator. For more information, contact your administrator.

6 Press the Name of the destination FTP server.

Details

You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on page 3-9.

You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on page 6-3.

To deselect the Name, press the selected Name again.

If you input a destination manually, refer to "When an E-Mail Address is Input Manually" on page 6-9.

7 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

8 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

9 Set an original and press the [Start] button.

Details

The original is scanned, and the scanned data are sent to an specified destination.

The Reserved JOB Confirmation screen appears.

10 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

When an FTP server is Input Manually

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.

2 Press the [FTP] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 If you need to change the Port No., press the [Port No.] key. If unnecessary, go to the step 10.

4 Input a Port No. and press the [OK] key.

Details

The initial setting is 21. A Port No. for an FTP server is configured in 5-digit numbers (1-65535).

A Port No. is usually not changed. If you want to change the Port No., consult with a network administrator.

5 Press the [Manual Address] key.

Details

If you select a destination from the registry, refer to "When an FTP server is Already Registered" on page 6-17.

The Manual Address screen appears.

6 Press the [Host Address] key to input a Host Address.

Details

Pressing the [Host Address] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

7 Press the [File Path] key to input a File Path.

Details

Pressing the [File Path] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

8 Press the [Login Name] key to input a Login Name.

Details

Pressing the [Login Name] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

Pressing the [Anonymous] key inputs "Anonymous" to the Login Name field. This key is available when you use the Anonymous FTP (where file sharing is done between unspecified number of users).

9 Press the [Password] key to input a Password.

Details

Pressing the [Password] key displays the character input screen.

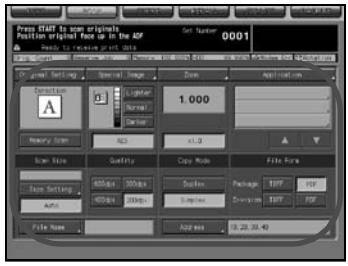
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

""s are displayed according to the number of characters you input.*

10 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

11 Configure the necessary items.



Details
For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

12 Set an original and press the [START] button.

Details
The original is scanned, and the scanned data are sent to an specified destination.

The Reserved JOB Confirmation screen appears.

13 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

6.5 Transmission to the SMB server

When you send the scanned data to an SMB server, necessary procedures depend on whether the SMB server is registered in advance or it is input manually.

When an SMB server is Already Registered

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.

2 Press the [SMB] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the Name of the destination SMB server.

Details

You can refine the registered destination by the search function. For more information on how to search, refer to "How to Search" on page 3-9.

You can refine the Name by the search function. For more information on the search function, refer to "The keys on the Select Destinations/Storage Locations Screen" on page 6-3.

To deselect the Name, press the selected Name again.

If you input a destination manually, refer to "When an E-Mail Address is Input Manually" on page 6-9.

4 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

5 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

6 Set an original and press the [Start] button.

The original is scanned, and the scanned data are sent to an specified destination.

The Reserved JOB Confirmation screen appears.

7 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

When an SMB server is Input Manually

1 Select the [SCAN] tab.

The Select Destinations/Storage Locations screen appears.

2 Press the [SMB] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the [Manual Address] key.

The Manual Address screen appears.

Details

If you select a destination from the registry, refer to "When an SMB server is Already Registered" on page 6-24.

4 Press the [Host Address] key to input a Host Address.

Details

Pressing the [Host Address] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

5 Press the [File Path] key to input a File Path.

Details
Pressing the [File Path] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

6 Press the [Login Name] key to input a Login Name.

Details
Pressing the [Login Name] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

7 Press the [Password] key to input a Password.

Details
Pressing the [Password] key displays the character input screen.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

""s are displayed according to the number of characters you input.*

8 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

9 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

10 Set an original and press the [START] button.

The original is scanned, and the scanned data are sent to an specified destination.

The Reserved JOB Confirmation screen appears.

11 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen.

6.6 Transmission to a Group

To send the scanned data to a registered Group, follow the steps below.

Details
For more information on how to register a Group, refer to "Registering a Group" on page 5-17.

1 Select the [SCAN] tab.

2 Press the [Group] key.

In the initial settings, the Select Destinations/Storage Locations screen (E-Mail) is displayed. For information on the initial settings of the SCAN tab, contact your administrator of the copier.

3 Press the Name of the destination Group.

Details
To deselect the Name, press the selected Name again.

- Press the [List] key and then press the [Group] key to display the list of registered destinations.
- Press the [Edit] key on this screen to change what to include in a Group.
- The group which has been selected as the destination cannot be selected.

4 Press the [Scanner Screen] key.

The Scanner Setting Basic screen appears.

5 Configure the necessary items.

Details

For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Scanner Setting Basic Screen" on page 6-31.

6 Set an original and press the [Start] button.

The original is scanned, and the scanned data are sent to an specified destination.

The Reserved JOB Confirmation screen appears.

7 To send another scanned data, press the [Yes] key.
To finish the scanning, press the [No] key.

Pressing the [Yes] key brings you back to the Scanner Setting Basic screen. Return to step 5 and repeat the procedures.

6.7 About the Scanner Setting Basic Screen

Pressing the [Scanner Screen] key on the Select Destinations/Storage Locations screen displays the Scanner Setting Basic screen. On the Scanner Setting Basic screen, such settings as original settings and quality settings can be configured.

Details

Those settings that can be configured on the Scanner Setting Basic screen are the features of the copier.

For more information on the settings, refer to the user manual (Copy).

- ***[File Name]***
  You can input a Fine Name for data you are about to scan. If you entered no File Name, the system automatically adds a File Name.
- ***[Address]***
  The specified destination is displayed.
- ***[Recall STB]***
  Pressing this key recalls the initial settings. This key is displayed on the Original Setting screen, Special Image screen and the Application screen.

Original Setting

Pressing the [Original Setting] key enables you to configure the following settings.

- Original Setting
  - Original Direction:
    Normal, Left, Upside Down, Right
  - Binding Direction:
    R & L Binding, Upper Binding
  - Special Original:
    Normal, Mixed Original, Z-folded, Single Feed
- Memory Scan

Special Image

Pressing the [Special Image] key enables you to configure the following settings.

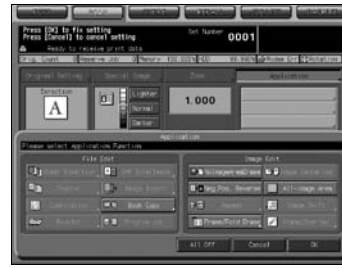
- Special Image
  - Image:
    Text & Photo, Low Contrast, Photo, Text
  - Background Adjust:
    Lighter, Normal, Darker
  - Preset Density:
    Preset1, Preset2
- Lighter, Normal, Darker
- AES (AE)

Zoom

Pressing the [Zoom] key enables you to configure the following settings.

- Zoom
  - Manual Zoom
  - Enlarge:
    Preset1 2.000 (A5 > A3)
    Preset2 1.545 (A4 > A3)
    Preset3 1.294 (A4 > B4)
    Preset4 1.214 (B4 > A3)
  - Reduce:
    Preset5 0.939 (A4 > B5)
    Preset6 0.772 (B4 > A4)
    Preset7 0.647 (A3 > A4)
    Preset8 0.500 (A3 > A5)
  - Preset Zoom:
    4.000, 2.000, 0.500
- ×1.0

Application



Pressing the [Application] key enables you to configure the following settings.

- File Edit
  - Book Copy:
    Pressing the [Book Copy] key enables you to configure the following settings:
    Left Binding, Right Binding
    Full Scan
    Front Cover + Full Scan, F/B Cover + Full Scan
    Additional Function - Booklet
- Image Edit
  - NoImageAreaErase
  - Neg.Pos. Reverse
  - Frame/Folder Eraser:
    Pressing the [Frame/Folder Eraser] key enables you to configure the following settings:
    All sides, Each side, Fold Eraser
    Frame, Fold
    Up Side, Right Side, Down Side, Left Side
    Function Off
- All-image Area

- Stamp/Overlay:
  Pressing the [Stamp/Overlay] key enables you to configure the following settings.
  Stamp
  Watermark
  Overlay
  Annotation
  [Function Off]
- All Off

Scan Size

- Size Setting
  Pressing the [Size Setting] key enables you to configure the following settings:
  11 x 17, 8.5 x 14, 8.5 x 11R, 8.5 x 11, 5.5 x 8.5, A3, A4R, A4, A5, B4, B5R, B5, Full area
- Auto
- Quality:
  600dpi, 400dpi, 300dpi, 200dpi
- Copy Mode:
  Duplex, Simplex
- File Form:
  Package TIFF, Package PDF, Division TIFF, Division PDF

7 About the Network Scanner Driver

7 About the Network Scanner Driver

7.1 Reading in from HDD-B

To read scanned data sitting on the HDD-B to a computer, you need either of the following. These are also used to delete scanned data from the HDD-B.

- Scanner Driver and TWAIN-compliant software
- Scan Direct

Details

For more information of HDD-B to be used, refer to "About the HDD" on page 2-3.

Refer to "Scan Direct user manual" about how to use Scan Direct.

When the Security Strengthen mode is ON, A scanned data is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.

The following provides an information of how to use the Network Scanner Driver.

7.1.1 Network Scanner Driver

When the Scanner Driver is installed, you can download scanned data from the HDD-B of the print controller to a computer using TWAIN-compliant applications.

The scanner driver can be used on the following OS:

- Windows 98/Me
- Windows NT 4.0
- Windows 2000/XP

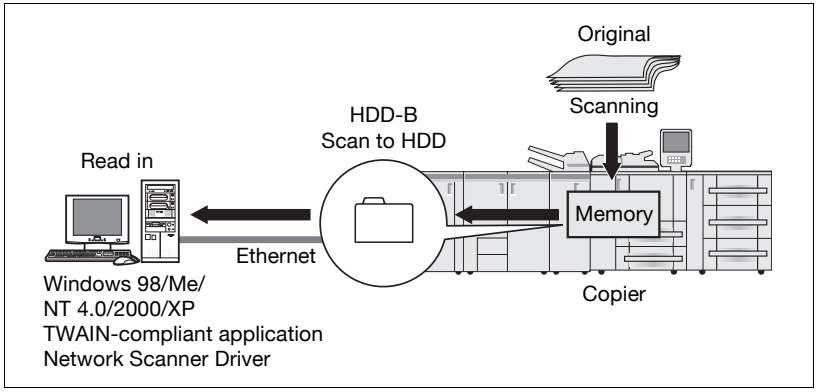
Details
For more information of HDD-B to be used, refer to "About the HDD" on page 2-3.

When using the printing system as a scanner, the printing system is required to be connected to the computer through the network. The parallel port on the print controller does not support scanning work.

It is necessary that the PC and the network interface card should be assigned appropriate IP addresses, and that the TCP/IP network are enabled.

Details
For more information on appropriate IP addresses, contact your network administrator.

When the Security Strengthen mode is ON, A scanned data is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.



7.2 To install the Network Scanner Driver

To install the scanner driver, perform the following procedure.

1 Turn on the computer and start Windows.

Details
Exit from all active Windows applications, if required.

2 Set the CD-ROM (VarioPrint 1105 CD-ROM) on the CD-ROM drive.

3 As the CD-ROM is booted automatically, select the [Scanner Install].

4 Select [TWAIN Driver].

An install wizard of Scanner Driver starts.
Conduct the installation following the wizard.

7.3 Import Scanned Data to Computers

7.3.1 TWAIN-compliant applications can be used to read in scanned data

Select a TWAIN driver (the Scanner Driver) from your application, select a scanner (copier having scanned original) using the TWAIN driver, then enter the box number corresponding to the scanned data so that the scanned data can be read in from the HDD-B.

There are several TWAIN-capable applications on the market. In this manual, Adobe Acrobat 5.0 is used to illustrate how to read in scanned data.

Details

When the Security Strengthen mode is ON, A job is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.

For more information of HDD-B to be used, refer to "About the HDD" on page 2-3.

Reading in Scanned Data

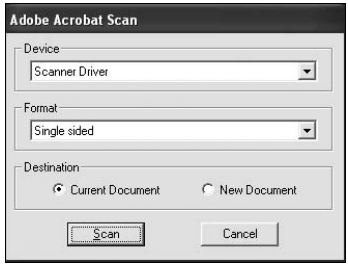
To read in scanned data, you should follow these steps:

1 Run the TWAIN-compliant application (Adobe Acrobat 5.0).

2 Select [File] - [Import] - [Scan].

[Adobe Acrobat Scan] window will appear.

3 Choose [Scanner Driver] from the [Device] pull-down menu and click [Scan].



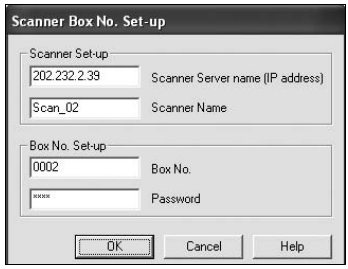
Details

From the [Format] pull-down menu, choose [Single sided] or [Double sided], as required. Also, choose [Current Document] or [New Document] into which scanned data to be taken in.

- When you operate this process for the first time, the [Scanner Box No. Setting] window appears. Go to the step 4.
- If the settings for scanning are already done, the [Scanner Selection] window appears. Go to the step 5.

4 In the [Scanner Box No. Set-up] window, input a [Scanner Server name (IP address)] to which you connect, a [Scanner Name] for identification by the driver, a [Box No.] specified when an original was scanned, a [Password] configured for the Box No., and click the [OK]. Go to the step 6.

The [Scanner Driver] window appears.



Details

Once you configure the scanner settings, this window does not appear the next time.The [Scanner Selection] window (step 5) appears.

To scan with another scanner, click the [Add] in the [Scanner Selection] window.

Reminder

For a Scanner Server name (IP address), input the IP address of the print controller. For more information, contact your administrator.

You cannot use a DNS name or a NetBIOS name for a Scanner Server name (IP address).

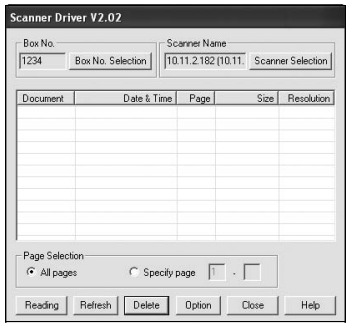
Multiple computers cannot access to one box simultaneously.

At maximum, 5 computers can connect to one scanner simultaneously.

5 In the [Scanner Selection] window, select the [Box No.] in which the scanned data you import are stored, and click the [Connect].

6 Select a file from the file list shown in the [Scanner Driver] window, then click the [Reading] to allow the selected file to be read in.

The selected file is read from the HDD-B.



Details

By default, the file is cleared from the HDD-B immediately after the file is fully read in. If you want, you can override this default setting so that the file is held in the hard disk.

Refer to "Features and Settings of the Network Scanner Driver" on page 7-10 about the settings.

Refer to "Deleting images stored on the HDD-B" on page 7-9 about how to delete scanned data.

Only data for which TIFF was selected as the file form is displayed.

7 You can open the read-in document within the application for editing/saving.

Deleting images stored on the HDD-B

Perform the following steps to delete a scanned data file from the HDD-B.

1 Run the TWAIN-compliant application (Adobe Acrobat 5.0).

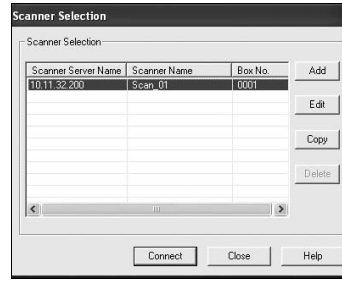
2 Select [File] - [Import] - [Scan].

3 Select [Scanner Driver] in the [Device] on the [Adobe Acrobat Scan] window and click the [Scan].

The [Scanner Selection] window will appear.

4 In the [Scanner Selection] window, select the [Box No.] in which the scanned data you will delete are stored, and click the [Connect].

The [Scanner Driver] window will appear.

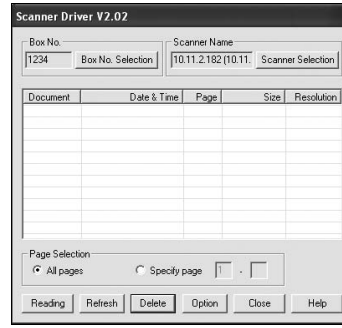


Details

If the scanner setting is not done, the [Scanner Box No. Set-up] window appears. Then, input [Scanner name (IP address)], [Scanner Name], [Box No.] and [Password], and click the [OK].

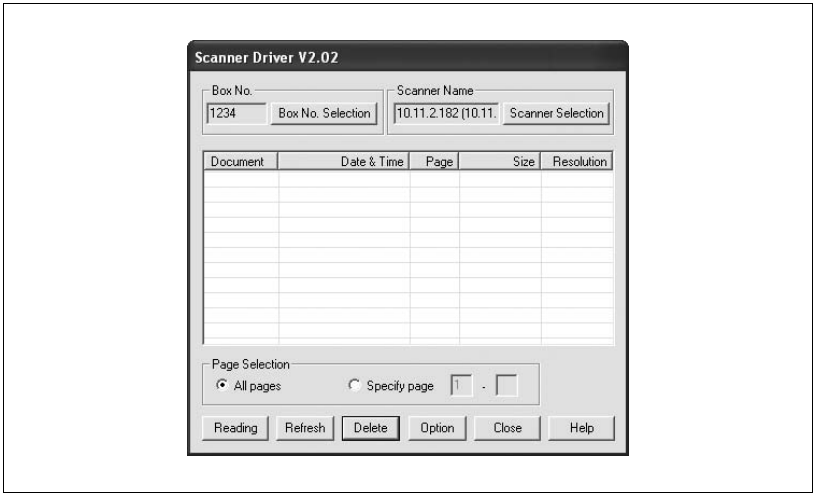
5 From the file list shown in the [Scanner Driver] window, select a file you want to delete, and then click the [Delete].

The selected scanned data is deleted.



7.4 Features and Settings of the Network Scanner Driver

[Scanner Driver] window



Information displayed on the [Scanner Driver] window are the following.

[Box No.]
Shows the currently selected box number.

[Scanner Name]
Shows the currently selected scanner's name. Any desired name can be entered.

[Document]
Shows scanned data file numbers. Numbers are automatically assigned in sequence.

[Date & Time]
Shows the date and time each scanned data file was generated.

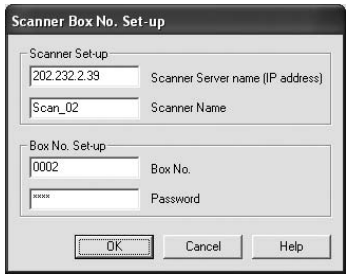
[Page]
Shows the total number of pages of each scanned data file.

[Size]
Shows the horizontal and vertical pixel numbers of the first page of each scanned data file.

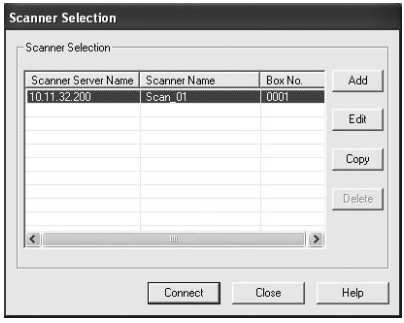
[Resolution]
Shows horizontal resolution (dpi) of the first page of each scanned data file.

The [Scanner Driver] window contains the following features.

[Box No. Selection]
Click this button to change only the box number of the currently connected scanner. Specify the box number on the [Scanner Box No. Set-up] window.



[Scanner Selection]
Click this button when establishing a connection to another scanner, registering new scanner settings, or performing editing, copying and deleting. The [Scanner Selection] window is displayed. In the window, you can establish a connection to another scanner, register new scanner, perform editing, copying and deleting.



[Page Selection]
This button is used to select a page or pages when reading in a scanned data

file.

Select the page when reading the scan file.

Default is [All Pages]. With applications that cannot handle files containing multiple pages, [Specify page] is set to [1].

If you select [Specify page], you limit pages by changing the total page number of scanned files.

[Reading]
This reads a selected scanned data file from the scanner.

[Refresh]
Update the information in the scan file.

[Delete]
This deletes selected scanned data file.

[Option]
This is used to change various settings of the scanner driver.

[Close]
This button is used to close the scanner driver.

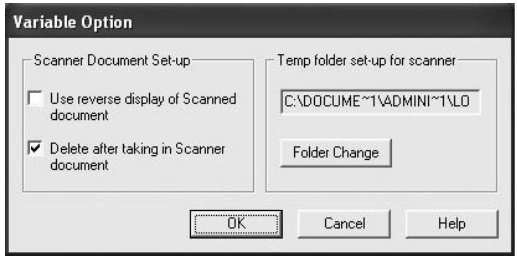
[Help]
This button is used to access Help.

Sorting Feature
You can sort what is displayed by clicking [Document], [Date & Time], [Page], [Size] and [Resolution].

Variable Option

In the [Scanner Driver] window, click the [Option] button to display the [Variable Option] window.

You can set up the various elements of the scanner driver described below.



[Use reverse display of Scanned document]

Reverse the image of the scanned document.

[Delete after taking in Scanner document]

Delete a scanned document file held in the scanner after reading it in.

[Temp folder set-up for scanner]

This allows you to select a directory for temporarily stored data before saving it to the computer's hard disk.

Details

Click the [Folder Change] button, then change where you want to temporarily store the current scanned document.

8 About the Copied Data Processing Features

8 About the Copied Data Processing Features

8.1 About folders and boxes

Copied data are managed by boxes created in folders on the HDD-A.

About Folders

Use the [STORE] tab to store the data read in from the copier's ADF or the original scanning glass on the HDD-A. You can store data in two types of folders, Personal Folder or Public Folder.

When you output the stored data on the HDD-A by using the [RECALL] tab, you can output files stored in three types of folders, Personal Folder, Public Folder or Secure Folder.

Details of each folder are as follows.

Personal Folder

A folder created for each user where data of the user is managed. A Password can be configured for each Personal Folder. For information on how to add a Personal Folder, refer to “Registering a Personal Folder” on page 8-7.

Public Folder

This folder is used as a public space. No Password can be configured for this folder.

Secure Folder

This folder stores data for secure printing of the printing features. This folder cannot be specified as a storage location by using the [STORE] tab.

About Boxes

Each folder has its boxes where data can be classified and managed.

Data are stored in these boxes.

A Password can be configured for a box. To open a box with a Password, you need to input the Password.

Types of a folder, box and file

Types of a folder, box and file	Number	Create/ Delete	Naming
Personal Folder	Multiple	Able	Able
Personal Folder - Box	Multiple	Able	Able
Personal Folder - Box - File	Multiple	Able	Able
Public Folder	Single	Unable	Unable
Public Folder - Box	Multiple	Able	Able
Public Folder - Box - File	Multiple	Able	Able

Details

For more information on the Secure Folder, refer to chapter "9 About the Secure Folder".

8.2 About Screens of the STORE/RECALL Tabs

Screens of the STORE/RECALL tabs include such screens on which to specify a storage location as the folder list screen (Personal Folder), the box list screen (Personal Folder/Public Folder), and the file list screen.

There are also screens to create new folders (Personal Folder) or new boxes (Personal Folder/Public Folder), screens to specify a storage location as a Box No., the Direct Call input screen and the Scanner Setting Basic screen.

This page describes the keys on the list screens. The screens are different depending on how to store data.

8.2.1 About common keys on the list screens

Here are the common keys on the folder list screen, the box list screen and the file list screen.

-
  This is displayed on a Folder or a Box to which a password is configured.
- ***[Clear All]***
  Pressing this key deselects what you had selected, and you are brought back to the first screen of the [STORE]/[RECALL] tab.
- ***[▲]/[▼]***
  Pressing these keys switches between pages when a whole list is not displayed on a single page.
- ***[Cancel]***
  Pressing this key cancels each setting on the screen, and you are brought back to the previous page.
- ***[OK]***
  Pressing this key determines the settings and brings you to the next page. On the file list screen, pressing this key starts to transmit/output the selected file.

8.3 Registering a Personal Folder

A Personal Folder is registered (created) for each user, where you manage data you want to STORE/RECALL. Register a Personal Folder in the following steps.

Details

At maximum, 1000 Personal Folders can be registered.

1 Select the [STORE] tab.

2 Press the [Scanner to HDD] key.

3 Select the [Personal Folder] key.

4 Press the [New Register] key.

5 Press the [Folder Name Input] key to display the character input screen. Input any Folder Name.

Details

Input a Folder Name within 64 characters in alphameric characters and signs.

For more information on how to input characters, refer to "3 How to Input Characters".

Note

The below characters cannot be registered as a Folder Name irrespectively whether they are upper or lower case.

Public, Admin, BoxAdmin

6 If you configure a Password for a folder, press the [Password Input] key to display the character input screen. Input any Password.

Details

Input a Password within 64 characters in alphameric characters and signs.

The input Password is shown by "".*

For more information on how to input characters, refer to "3 How to Input Characters".

Be sure to keep a record of the password.

7 Press the [OK] key.

The box list screen appears.

8 If you register only a folder, press the [Cancel] key to go to the step 9. If you register a box also, go to the step 4 "Creating a Box (Personal Folder/ Public Folder)" on page 8-12.

9 Make sure that the Folder Name you registered on the folder list is displayed.

If you want to register multiple Personal Folders, return to the step 4 and repeat the procedures.

8.4 Deleting a Personal Folder

To delete a registered Personal Folder, follow the steps below.

1 Select the [RECALL] tab.

2 Press the [Personal Folder] key.

3 Select the folder you want to delete.

4 Press the [Folder Delete] key.

If a Password is configured for the Folder, the Password input screen appears.

If a Password is not configured for the Folder, a screen appears and confirms you whether to delete the folder. Go to the step 6.

5 Enter the Password and press the [OK] key.

The confirmation screen appears and confirms you whether to delete the folder.

6 Press the [Yes] key.

The folder is deleted and the folder list screen (Personal Folder) appears.

7 Confirm that the folder is deleted.

Details

When you want to delete those Personal Folders or Personal Boxes with unknown password, your administrator can delete such folders.

Your administrator cannot have access to boxes in a Personal Folder with unkown password. But deleting the folder enables him to delete those boxes in the folder.

8.5 Creating a Box (Personal Folder/Public Folder)

The copied data are managed in boxes created in the folders of the HDD-A (Personal Folder/Public Folder). Create a box by the following steps.

Details
At maximum, 1000 Boxes can be registered.

1 Select the [STORE] tab.

2 Press the [Scanner to HDD] key.

3 Select a folder in which you create a box.

When you select a Personal Folder
- Press the [Personal Folder] key, and select any folder from the list. Press the [OK] key.
- If a Password is configured for the folder, the Password input screen appears. Enter the Password and press the [OK] key.

Details
For more information on the types of folder, refer to "About the Copied Data Processing Features" on page 8-3.

When you select a Public Folder

- Press the [Public Folder] key.

4 Press the [New Box] key.

- In case of Personal Folder

- In case of Public Folder

5 Press the [Box Name Input] key to display the character input screen. Enter any Box Name.

If you do not register a Box Name, the Box No. becomes the Box Name.

Details

Input a Box Name within 20 characters in alphameric characters and signs.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

6 If you configure a Password for a box, press the [Password Input] key to display the character input screen. Enter any Password.

Details

Input a Password within 8 characters in alphameric characters and signs.

Eight ""s are displayed regardless of the number of characters you input.*

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

Be sure to keep a record of the password.

7 When you change the box number, press the [Box No. Input] to display the character input screen. Enter any Box No..

Details

Usually, there is no need to change a Box No..

Input a 9 digit (000000001-999999998) Box No..

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

The Box No. already registered cannot be used.

8 Press the [OK] key.

The file list screen appears.

9 If you register only a box, press the [Return] and go to the step 10. If you go on to store data on the HDD-A, go to the step 5 of “Scanner to HDD” on page 8-20.

10 Make sure that the Box Name you registered on the box list is displayed.

- In case of Personal Folder

- In case of Public Folder

Details
If you have not registered a Box Name, the Box No. becomes the Box Name, and the Box No. is displayed on the list.

If you want to register multiple boxes, return to the step 4 and repeat the procedures.

8.6 Deleting a Box (Personal Folder/Public Folder/Secure Folder)

Delete a box in the following steps.

1 Select the [RECALL] tab.

2 Select a folder.

When you select a Personal Folder

- Press the [Personal Folder] key to display the list. Select the folder containing the box you want to delete, and press the [OK] key.
- When a password has been set, the password input screen is displayed. Enter the password and press the [OK] key.

When you select a Public Folder

- Press the [Public Folder] key.

When you select a Secure Folder

- Press the [Secure Folder] key.

3 Select the box you want to delete.

When you select a Personal Folder

- When you select a Public Folder

- When you select a Secure Folder

4 Press the [Box Delete] key.

When you select a Personal Folder

When you select a Public Folder

When you select a Secure Folder

- If a Password is configured for the box, the Password input screen appears.
- If a Password is not configured for the box, a screen appears and confirms you whether to delete the folder. Go to the step 6.

5 Enter the Password and press the [OK] key.

The confirmation screen appears and confirms you whether to delete the box.

6 Press the [Yes] key.

The box is deleted, and the box list screen appears.

7 Confirm that the box is deleted.

When you select a Personal Folder

When you select a Public Folder

When you select a Secure Folder

Details

As for Public Boxes and Secure Boxes, your administrator can delete such boxes even when password is unknown.

8.7 Selecting a Storage Location

If you want not to print but to store copied data, select a storage location by using the [STORE] tab.

Copied data can be stored as:

Scanner to HDD
Storing data on the internal HDD enables you to print them again anytime. Also, you can combine a print job sent from a computer and copied data to print as one job.

Details
For more information of HDD-A to be used, refer to "About the HDD" on page 2-3.

Scanner to HDD

You can store copied data on the HDD-A in the following steps.

Details
A file can be registered to 10000 at the maximum for every box.

1 Select the [STORE] tab.

2 Press the [Scanner to HDD] key.

3 Select a folder in which you store data.

When you select a Personal Folder
- Press the [Personal Folder] key to display the list. Select the folder and press the [OK] key.
- If a Password is configured for the folder, the Password input screen appears. Enter the Password and press the [OK] key.

When you select a Public Folder
- Press the [Public Folder] key.

Details
For information on how to create a folder, refer to "Registering a Personal Folder" on page 8-7.

4 Select the box in which you store data and press the [OK] key.

In case of Personal Folder

In case of Public Folder

Details
Press the [No. Search] key and enter a Box No. to select a box by Box No.. For more information, refer to "No. Search" on page 3-11.

For information on how to create a box, refer to "Creating a Box (Personal Folder/Public Folder)" on page 8-12.

- If a Password is configured for the box, the Password input screen appears. Enter the Password and press the [OK] key.

The file list screen appears.

5 Press the [Store] key.

The File Name input screen appears.

Details
The selected Folder Name and Box Name are displayed in the Folder Name field and the Box Name field respectively.

6 Input a File Name and press the [OK] key.

The setting screen appears.

Details
For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

7 Configure the necessary items.

Details
For more information on the configurations on the Scanner Setting Basic screen, refer to "About the Copied Data Storage Setting Screen" on page 8-24.

8 Set an original and press the [Start] button.

The original is scanned, and the copied data are stored in a specified box.

The continuous storage confirmation screen appears.

9 To continue storing data, press the [Yes] key. To finish storing data, press the [No] key.

- Pressing the [Yes] key displays the file list screen. Return to the step 5 and repeat the procedures.

8.8 About the Copied Data Storage Setting Screen

On the Copied Data Storage Setting screen, such settings as original settings and quality settings can be configured.

Details

Those settings that can be configured on the Copied Data Storage Setting screen are for the features of the copier.

For more information on the settings, refer to the user manual (Copy).

Original Setting

Pressing the [Original Setting] key enables you to configure the following settings.

- Original Setting
  - Original Direction:
    Normal, Left, Upside Down, Right
  - Binding Direction:
    R & L Binding, Upper Binding
  - Special Original:
    Normal, Mixed Original, Z-folded, Single Feed
- Memory Scan

Special Image

- Special Image
  Pressing the [Special Image] key enables you to configure the following settings.
  – Image:
  Text & Photo, Low Contrast, Photo, Text
  – Background Adjust:
  Lighter, Normal, Darker
  – Preset Density:
  Preset1, Preset2
- Lighter, Normal, Darker
- AES (AE)

Zoom

Pressing the [Zoom] key enables you to configure the following settings.

- Zoom
  – Manual Zoom
  – Enlarge:
  Preset1 2.000 (A5 > A3)
  Preset2 1.545 (A4 > A3)
  Preset3 1.294 (A4 > B4)
  Preset4 1.214 (B4 > A3)
  – Reduce:
  Preset5 0.939 (A4 > B5)
  Preset6 0.772 (B4 > A4)
  Preset7 0.647 (A3 > A4)
  Preset8 0.500 (A3 > A5)
  – Preset Zoom
  4.000, 2.000, 0.500
- ×1.0

Application

- Annotation
  Pressing the [Annotation] key enables you to configure the following settings.
  – Printing Position, Fine Adjustment
  – [Function Off]

- Frame/Folder Eraser
  Pressing the [Frame/Folder Eraser] key enables you to configure the following settings.
  – All sides, Each side, Fold Eraser
  – Frame, Fold
  – Up Side, Right Side, Down Side, Left Side
  – Function Off
- All-Image Area

Scan Size

- Size Setting
  Pressing the [Size Setting] key enables you to configure the following settings.
  11 x 17, 8.5 x 14, 8.5 x 11R, 8.5 x 11, 5.5 x 8.5, A3, A4R, A4, A5, B4, B5R, B5, Full area
- Auto
- Copy Mode:
  Duplex, Simplex

8.9 Output from the HDD-A

Copied data stored on the HDD-A with the [STORE] tab or secure print jobs transmitted from a computer can be output using the [RECALL] tab.

Details

For more information of HDD-A to be used, refer to "About the HDD" on page 2-3.

For more information on secure output, refer to the user manual (Printer).

1 Select the [RECALL] tab.

2 Specify the folder in which the data you output are stored.

When you select a Personal Folder

- Press the [Personal Folder] key to display the list. Select any folder and press the [OK] key.

When you select a Public Folder

- Press the [Public Folder] key.

When you select Secure Folder

- Press the [Secure Folder] key.

Details

For more information on the types of folder, refer to ""About the Copied Data Processing Features" on page 8-3.

A Password may be configured for the Personal Folder. In that case, the Password input screen appears. Enter the Password.

If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on page 3-12.

3 Select a box and press the [OK] key.

When you select a Personal Folder

When you select a Public Folder

When you select a Secure Folder

Details

If a Password is configured for the box, the Password input screen appears. Enter the Password.

Press the [No. Search] key and enter a Box No. to search a box by Box No.. For more information, refer to "No. Search" on page 3-11.

If you know the target file, press the [Direct Call] key to specify the location directly. For more information, refer to "Direct Call" on page 3-12.

The output setting screen appears.

4 Select a file from the list on the left side, and press the [>>>] key.

The selected file is added to the list on the right side.

Details

When you select a file and press the [Thumbnail] key, a thumbnail of the selected file is displayed. For more information of Thumbnail, refer to "Thumbnail" on page 3-14.

When you select a file and press the [File Check] key, detailed settings of the selected file are displayed.

For more information on the keys on the setting screen, refer to "About the Recall Tab's Output Setting Screen" on page 8-31.

5 Select [Wait Output], [Proof Output] or [Auto Output], and press the [OK] key.

Hereafter, the Auto Output is explained. For more information on Wait Output or Proof Output, refer to "The flow of operation of the Wait Output and Proof Output" on page 8-33.

The print quantity confirmation screen appears.

6 Input the print quantity on the keypad and press the [OK] key.

- By pressing [All], all pages of the selected file are output.
- By pressing [Output Page], only 1 page can be designated to be output.

The selected file is output.

The confirmation screen asks you whether to continue recalling data.

7 To continue recalling data, press the [Yes] key. To finish recalling data, press the [No] key.

Pressing the [Yes] key displays the file list screen. Return to the 4 and repeat the procedures.

8.10 About the Recall Tab's Output Setting Screen

On the Recall Tab's Output Setting screen, you can configure the settings for outputting stored copied data or secure output print jobs.

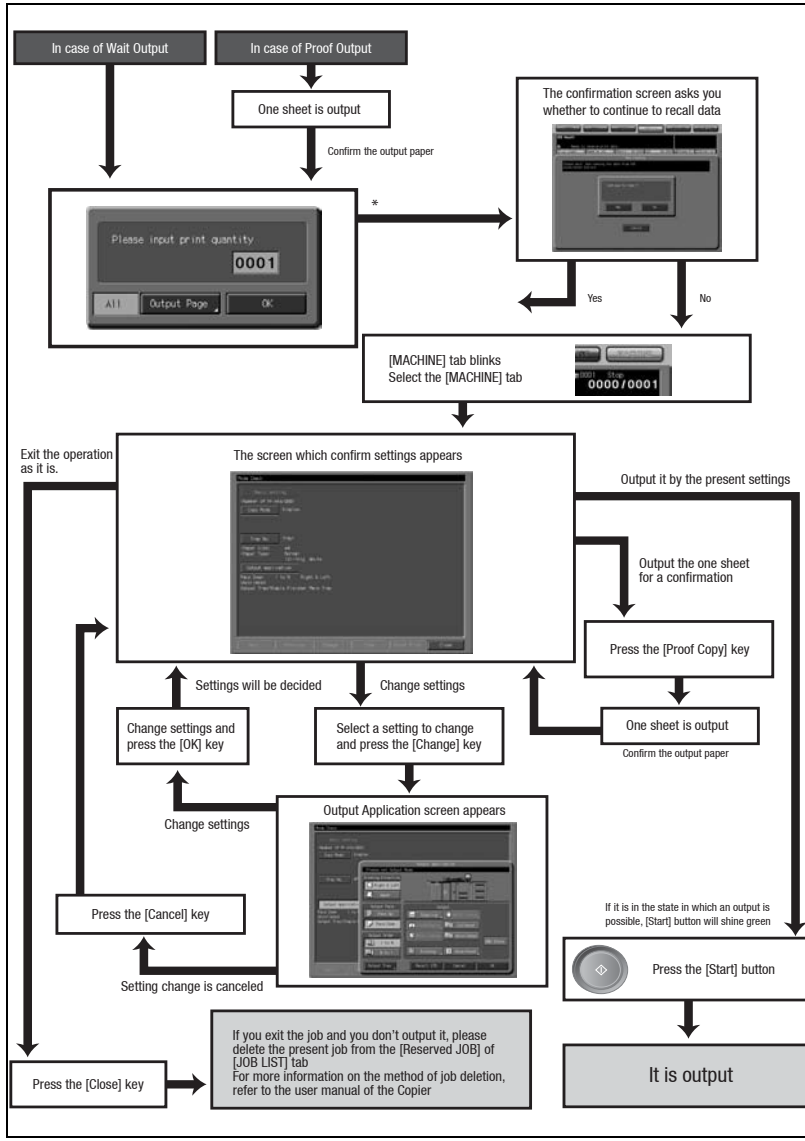
Details
On how to open the setting screen, refer to "Output from the HDD-A" on page 8-27.

8.10.1 Keys on the setting screen

- ***[Thumbnail]***
  Pressing this key displays a thumbnail of the selected file. For more information of Thumbnail, refer to "Thumbnail" on page 3-14.
- ***[File Check]***
  Pressing this key displays a list of settings of the selected file.
- ***[File Combination]***
  You can output all the selected files at once. At maximum, you can combine 5 files at one time.
- ***[ImageCombination]***
  You can output images of all the selected files at once. At maximum, you can combine 5 files at one time.
- ***[File Delete]***
  Pressing this key deletes the selected file. On the confirmation screen, press the [Yes] key to delete the file.
- ***[Clear All]***
  Reset all the output settings

- ***[Wait Output]***
  After recalling data, the [MACHINE] tab's screen appears. You can change the setting. For more information, refer to “The flow of operation of the Wait Output and Proof Output” on page 8-33.
- ***[Proof Output]***
  When a number of copies are printed, the [MACHINE] tab's screen appears after printing one copy. If you see no problem, press the start button to restart the output. For more information, refer to “The flow of operation of the Wait Output and Proof Output” on page 8-33.
- ***[Auto Output]***
  If this key is pressed, the output starts without pressing the start button.

8.10.2 The flow of operation of the Wait Output and Proof Output


In case of Wait Output
In case of Proof Output
One sheet is output
Confirm the output paper
The confirmation screen asks you whether to continue to recall data
Please input print quantity
0001
All
Output Page
OK
*
Yes
No
[MACHINE] tab blinks
Select the [MACHINE] tab
0000/0001
Exit the operation as it is.
The screen which confirm settings appears
Output it by the present settings
Output the one sheet for a confirmation
Press the [Proof Copy] key
One sheet is output
Confirm the output paper
Settings will be decided
Change settings
Change settings and press the [OK] key
Select a setting to change and press the [Change] key
Change settings
Output Application screen appears
Press the [Cancel] key
Setting change is canceled
If it is in the state in which an output is possible, [Start] button will shine green
Press the [Start] button
It is output
Press the [Close] key
If you exit the job and you don't output it, please delete the present job from the [Reserved JOB] of [JOB LIST] tab
For more information on the method of job deletion, refer to the user manual of the Copier

* Repeat the operation after step 4 of “Output from the HDD-A” on page 8-27.

9 About the Secure Folder

9 About the Secure Folder

9.1 Overview of the Secure Folder

You can perform secure printing of the printing features using the secure folder.

Secure printing is to not start printing a print job until the configured [User ID] and [Password] are entered on the Control Panel of the copier. A print job for secure printing is stored in the secure folder.

You can output a secure output file stored in the secure folder by using the [RECALL] tab.

Also, using the [RECALL] tab enables you to create or delete a box in the secure folder.

Details

To perform secure printing, select Secure Print from the computer to which you installed the printer driver.

For more information on how to perform secure printing, refer to the user manual (Printer).

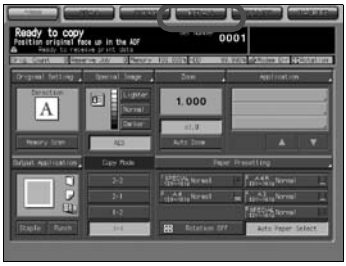
9.2 Creating a Box (Secure Folder)

After being transmitted from the print controller, a print job configured as secure output is stored in a secure box.

Details

The Box Name and Password inputted by the following procedure is used in the Secure Print of printer feature. For more information on secure output, refer to the user manual (Printer).

1 Select the [RECALL] tab.



2 Press the [Secure Folder] key.

3 Press the [New Box] key.

4 Press the [Box Name Input] to display the character input screen. Enter any Box Name.

Details

If you do not register a Box Name, a Box No. becomes the Box Name.

You cannot use the secure box Name already registered.

Input a Box Name within 20 characters in alphameric characters and signs.

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

5 Press the [Password Input] key to display the character input screen. Input any Password.

Details

A secure box requires a Password. You cannot create a box without configuring a Password.

Input a Password within 8 characters in alphameric characters and signs.

Eight ""s are displayed regardless of the number of characters you input.*

For more information on how to input characters, refer to "How to Input Characters" on page 3-7.

Be sure to keep a record of the password.

6 Press the [OK] key.

7 Make sure that the Box Name you registered on the box list is displayed.

- If you want to create multiple boxes, return to the step 3 and repeat the procedures.

9.3 Deleting a Box (Secure Folder)

Delete a box in the secure folder in the same steps as you delete a box in the personal folder or public folder.

Details

For more information on how to delete a box (Secure Folder), refer to "Deleting a Box (Personal Folder/Public Folder/Secure Folder)" on page 8-16.

The Public Box and the Secure Box can be deleted by the administrator even when the password is not known.

9.4 Output from the Secure Folder

Perform output from the secure folder in the same steps as you output from the personal folder or public folder.

Details

For more information on how to output from the Secure Folder, refer to "Output from the HDD-A" on page 8-27.

10 Troubleshooting

10 Troubleshooting

10.1 Cannot connect to the scanner

If an error message appears when attempting to access the scanner, perform the following checks:

Details
Consult your network administrator about your network settings.

1 Check whether the correct IP address of the scanner has been entered.

- If the IP address is not correct, enter the correct one.
- If the entered IP address is correct, go on to step 2.

2 From the DOS prompt of the PC you use, execute "ping" to the IP address of the address to which a connection is made to check to see if the connection is made properly.

Details
To confirm the IP Address of the copier, contact your network administrator.

e.g. : C:/>ping 192.168.0.1

If the ping test fails, check whether the copier's main power is switched on, and also check the network cable for proper connection.

If the ping test is successful, go on to step 3.

3 Check whether the IP router is correctly set.

- If it is not correctly set, set it correctly.
- If there is no problem in IP router setup, go on to step 4.

4 Trace the routing to the scanner to check whether there are any error conditions within the network.

- If any error conditions are found, eliminate them.
- If no error is found and yet the connection to the scanner cannot be established, contact your service representative.

Details

In [Controller NIC Setting] of [Network Setting], if you set [Server] of [FTP] to [Not Use], an access cannot be made by the TWAIN driver. For more information, contact your administrator.

When the Security Strengthen mode is ON, A job is unacquirable using applications compatible with TWAIN and network scanner driver. For more information, contact your administrator.

10.2 When an Error Message Appears

The following describes the cause and the solution for an error message that appears during scanning.

10.2.1 Errors during scanning with the [SCAN] tab

During scanning with the [SCAN] tab, the following errors may occur.

Space shortage of the print controller's internal HDD (HDD-B)

Free space on the print controller's internal HDD may have become less than 0.3 %. Check the free space by the following procedures.

1 On the browser software, enter the IP Address of the print controller.

Web Connection appears.

Details

To confirm the IP Address of the print controller, contact your network administrator.
Using Web Connection enables you to check the current settings of the printer.
For more information on Web Connection, refer to the user manual (Printer) and the user manual (POD Administrator Reference).

2 From the pull-down menu on the left, select [Detail]-[Hard Disk].

3 Check free space on the Printer Hard Disk.

Solutions

To increase free space on the print controller's internal HDD, try either of the followings.

- Delete scanned data stored on the print controller's internal HDD using the Scanner Driver.

Details
For more information to delete images stored on the HDD, refer to "Deleting images stored on the HDD-B" on page 7-9.

- Scanned data stored on the print controller's internal HDD are automatically deleted after the period of time specified on the administrator's screen of the Control Panel.

Details
For more information, contact your administrator.

Cautions

If a scanned data is transmitted while the print controller's internal HDD is in space shortage, the Error message appears, and the scanned data is automatically cancelled.

You can view the cancelled scanned jobs by pressing the [Send History] key on the [JOB LIST] tab.

10.2.2 Errors during scanning with the [STORE] tab

During storing data with the [STORE] tab, the following errors may occur.

Space shortage of the copier's internal HDD (HDD-A)

Free space on the copier's internal HDD may have become less than 0.3 %. Check the free space by the following procedures.

➔ Check the [HDD xx%] on the Touch Panel.

Solutions

To increase free space on the copier's internal HDD, try either of the followings.

- The internal HDD has the function to delete files regularly.

Details

For information on how to configure the automatic deletion of files on the internal HDD, contact your administrator of the copier.

- From the [RECALL] tab, delete folders, boxes and files no longer necessary.

Cautions

Jobs that were cancelled during scanning are deleted from the copier's internal HDD. For more information, refer to the user manual (Copy).

11 Appendix

11 Appendix

11.1 Glossary

Term	Description
10BASE-T/100BASE-TX/ 1000BASE-TX	Types of specifications in compliance with the Ethernet standard. Cables made of two stranded copper wire rods are used. Communication speed is 10Mbps with 10Base-T, 100Mbps with 100Base-TX, and 1000Mbps with 1000Base-TX.
Anonymous FTP	An FTP site which requires no password anymore by entering “anonymous” as the account name for the FTP site, which is usually protected by the account and password, so that anybody can use it.
BMP	Abbreviation of Bitmap. One of the file formats to save image data (extension: .bmp). Generally used on Windows. No. of colors from black/white (binary) to full color (16,777,216 colors) image can be designated. Basically the image is saved without being compressed.
Correction of density	A function to correct the color tone in the printer, display or other output devices.
Default	Initial set value. Setting which has been selected in advance when the power button is turned ON. Or, setting which has been selected in advance when some function is turned ON.
Density	Quantity to express the depth of image.
DPI (dpi)	Abbreviation of Dots Per Inch. Unit of resolution used with printers, scanners, etc. Represents a number of dots in a collection in one inch. As this value increases, more detailed expression is possible.
Driver	Software to act intermediately between the computer and peripheral devices.
Ethernet	Standard for the LAN transmission line.
Extension	A string attached to a file name to distinguish the file saving method. Denoted following a period like “.bmp”, “.hog”, etc.
FTP	Abbreviation of File Transfer Protocol. A protocol used to transfer files on the TCP/IP network such as Internet, Intranet, etc.
Gateway	Hardware or software serving as a point connecting networks. Not only connecting, it converts the format, address, protocol, etc. of the data according to the network to be connected.
Hard disk	Mass storage device to save data. The data is maintained even if the power is turned OFF.
Host name	Name of a device on the network.

Term	Description
HTTP	Abbreviation of HyperText Transfer Protocol. A protocol used to transmit or receive data between a web server and client (web browser, etc.). Files of image, voice, animation, etc. correlated with the document can be exchanged including the expression form and other information.
Install	To incorporate the hardware, OS, application, printer driver, etc. to a computer system.
IP address	A code (address) to identify individual network devices on the Internet. Comprises 4 sets of figures of 3 digits at the maximum such as 192.168.1.10. An IP address is allocated to all computers and other devices connected to the Internet.
JPEG	Abbreviation of Joint Photographic Experts Group. One of file formats to save image data (extension: .jpg). Compression rate is approximately 1/10 to 1/100. The compression system is remarkably effective to compress photos or other natural images.
LAN	Abbreviation of Local Area Network. A network connecting computers on the same floor, in the same building, in the buildings nearby, etc.
Margin	Blank on the top, bottom, right or left side of prints.
Memory	Unit to save data temporarily. Data in some memory is erased when the power is turned OFF and not erased in others.
OS	Abbreviation of Operating System. Basic software to control the computer system. Windows, MacOS, and Unix are examples.
PDF	Abbreviation of Portable Document Format. One of electronic documents (extension: .pdf) in the format based on PostScript which can be accessed using Adobe Acrobat Reader, software free of charge.
Pixel	Minimum unit composing image.
POP	Abbreviation of Post Office Protocol. A protocol to receive electronic mails from a mail server. Currently, POP3, version 3 of POP, is mainly used.
Port number	Number to distinguish each communication port of multiple processes working in the computers on the network. A same port cannot be used for multiple processes.
PostScript	Representative page description language generally used for printing requiring specifically high quality, developed by US Adobe.
ppm	Abbreviation of Pages Per Minute. Unit to indicate the number of sheets which can be printed in one minute.
Printer driver	Software acting as an intermediate between the computer and printer.
Protocol	Rules by which a computer communicates with other computer or peripheral device.
Resolution	Degree how correctly the details of images or prints can be reproduced.

Term	Description
RGB	Abbreviation of Red, Green, and Blue. Primary colors used for color expression of monitor, etc. All colors are produced by changing the brightness ratio of the RGB colors.
Scan	In the scanner reading operation, image is read by moving the image sensors forming in line. Direction to move the image sensors is called the main scanning direction and the direction in which the image sensors form in line is called the vertical scanning direction.
SMB	Abbreviation of Server Message Block. A protocol used mainly to realize sharing of files or printers through the network between Windows.
SMTP	Abbreviation of Simple Mail Transfer Protocol. A protocol to transmit or transfer the electronic mails.
TCP/IP	Abbreviation of Transmission Control Protocol/Internet Protocol. Substantially the standard protocol used for the Internet. Uses IP address to identify each network device.
Thumbnail	A function to indicate the contents of an image file or document file (image when the file is opened) in a small area.
TIFF	Abbreviation of Tagged Image File Format. One of the file formats to save image data (extension: .tif). Various types of image information can be saved in one image data with the “tag” representing the data type.
TWAIN	Standard for the interface between the image input devices such a scanner or digital camera and applications such as graphic software. To use devices supporting TWAIN, a TWAIN driver is required.
Web browser	Software to access web pages. Internet Explorer, Netscape Navigator, etc. are examples.

11.2 Index

Symbols

×1.0 ..... 6-33, 8-25

A

About the Network Scanner Driver 7-3
About the Secure Folder 9-3
A-C 6-3
Access 3-4
Accessibility 3-4
Address 4-5, 5-7, 6-31
AE 6-32, 8-25
AES 6-32, 8-25
All-Image Area 6-33, 8-26
Annotation 8-26
Anonymous 5-12
Application 6-33, 8-26
Auto 6-34, 8-26
Auto Output 8-32

B

Background Adjust 6-32, 8-25
Binding Direction 6-32, 8-24
Book Copy 6-33
Box No. 4-7, 5-9, 7-10
Box No. Selection 7-11
Boxes 8-3
Brightness Adjustment Dial 3-4

C

C (Clear quantity) 3-4
Cancel 3-7, 5-5, 8-6
Clear All 6-4, 8-6, 8-31
Close 7-12
Compression method 2-6
Configurable items for reading 2-6
Copy Mode 6-34, 8-26
Cubic object 2-6

D

Daily 6-4
Darker 6-32, 8-25
Data LED 3-4
Date & Time 7-10
Delete 3-7, 7-12
Delete after taking in Scanner document 7-13
Deleting images stored on the HDD-B 7-9
Direct Call 3-12
Division 6-34
Document 7-10

E

Enlarge 6-33, 8-25

F

File Check 8-31
File Combination 8-31
File Delete 8-31
File Edit 6-33
File Form 6-34
File Name 6-31
File Path 4-8, 4-10, 5-12, 5-15
Firewall 4-8
Frame/Folder Eraser 6-33, 8-26

H

Help 3-4, 7-12
Host Address ..... 4-8, 4-10 ..... 5-12, 5-15

I

Image 6-32, 8-25
Image Edit 6-33
ImageCombination 8-31
Index key 6-3
Interface 2-6
Interrupt 3-3

K

Keypad 3-3

L

LCD Touch Screen 3-4
Lighter 6-32, 8-25
Login Name 4-8, 4-10, 5-12, 5-15

M

Manual Address 6-4
Manual Zoom 6-33, 8-25
Max. original size 2-6
Memory Scan 6-32, 8-25
Mode Check 3-4
Mode Memory 3-4

N

Neg.Pos. Reverse 6-33
Network Scanner Features 4-3
Network Scanner Features 2-4
No. etc 6-3
No. Search 3-11
NoImageAreaErase 6-33
Normal 6-32, 8-25

O

OK 3-7, 5-5, 8-6
Option 7-12
Original Direction 6-32, 8-24
Original position 2-6
Original Setting 6-32, 8-24
Original type 2-6
Others 6-4
Output from the HDD-A 8-27

P

Package 6-34
Page 7-10
Page Selection 7-12
Password .....4-7, 4-8, 4-10 .....5-10, 5-12, 5-15
Personal Folder 8-3
Port No. 4-8
Power LED 3-4
Power Save 3-4
Power Save LED 3-4
Power Switch 3-3
Preset Density 6-32, 8-25
Preset Zoom 6-33, 8-25
Profile Name 5-12, 5-15
Proof Copy 3-3
Proof Output 8-32
Public Folder 8-3

Q

Quality 6-34

R

Reading 7-12
Reading in from HDD-B 7-3
Reading modes 2-6
Reading speed 2-6
Recall STB 6-31
Reduce 6-33, 8-25
Reference Name 5-7, 5-9, 5-12, 5-15
Refresh 7-12
Register 5-5

Register Name 5-7, 5-9
Registering the HDD-B 5-8
Reset 3-3
Resolution 7-11

S

Scan Size 6-34, 8-26
Scanner Name 7-10
Scanner Screen 5-5, 6-4
Scanner Selection 7-11
Scanner to HDD 8-20
Scanning resolution 2-6
Search 3-9, 6-4
Secure Folder 8-3
Select a function 3-5
Sentence 4-5
Shift 3-7
Size 7-10
Size Setting 6-34, 8-26
Special Image 6-32, 8-25
Special Original 6-32, 8-24
Specifications 2-6
Stamp/Overlay 6-34
Start 3-4
Start LED 3-4
Stop 3-3
Store on the HDD-B 4-7

T

Temp folder
set-up for scanner 7-13
Thumbnail 8-31
Title 4-5
To input values 3-6
To switch between pages 3-6

U

Use reverse display
of Scanned document 7-13
Utility/Counter 3-4

W

Wait Output 8-32

Z

Zoom 6-33, 8-25

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O No

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O Yes
O No

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